STUDENT HANDBOOK

2026-2027

Updated Publication: 8/1/2026

Emergency Contacts & Procedures

In case of any emergency, your safety is the top priority. Please follow these steps:

Emergency? Call Immediately

- Campus Safety: **740-399-8686**
  Available 24/7 for on-campus emergencies, safety concerns, or suspicious activity.
- **911**: Call for life-threatening emergencies

Health Concerns

- Student Health Services can be reached at 740-507-0275 (call or text) or email nurse@mvnu.edu during office hours.

988 Suicide & Crisis Lifeline

Those experiencing a mental health crisis, and their loved ones, can reach out to the **988** Suicide & Crisis Lifeline through call or text to 988 or chat online at **988Lifeline.org**. This easy-to-remember three-digit number ensures confidential, cost-free, 24/7 support for Ohioans experiencing mental health crises. 988 establishes a direct link to empathetic, easily accessible care and support for individuals facing emotional distress, such as thoughts of suicide, mental health or substance use crisis, or concern for a friend or family member.

Discrimination and Title IX

The Office for Institutional Ethics at MVNU monitors and coordinates compliance with nondiscrimination laws and investigates complaints alleging discrimination and or harassment on the basis of race, color, age, national origin, sex, physical or mental disability, military, or veteran status. Such actions are prohibited not only by these University civil rights policies, but also by applicable federal law.
To report an incident:
https://mvnu.edu/about/offices-and-services/office-of-civil-rights/

WELCOME FROM STUDENT DEVELOPMENT

MVNU Students,

I am thrilled to embark on this year with you and look forward to discovering what God has in store for us! At MVNU, we have a proud tradition of staying true to our mission and wholeheartedly committing to shaping lives through holistic education. Here, you'll join a diverse community of individuals from around the world, each bringing unique stories that contribute to our intentional and vibrant community.

You will face academic challenges from dedicated educators and scholars, deepen your relationship with Christ through the Office of Spiritual Life, and forge lasting friendships while experiencing personal growth through exceptional extracurricular programs and opportunities. We want to help you connect, remind you that you are cared for, and ensure that you feel you belong here.

Our commitment is to provide you with opportunities to develop as an individual and a reflection of the Creator. We encourage you to make the most of these opportunities. Resources such as the Office of Spiritual Life, Counseling and Wellness, Center for Student Success, Intercultural Life, Residence Life, Commuter Life, and Career Development are all here to help you achieve your goals.

Your college years will be transformative, exciting, and challenging. You won't be isolated from the world's realities, but you will navigate them with the support of faculty, staff, administrators, and peers who will walk this journey prayerfully with you.

This Student Handbook contains essential policies and information to guide you as an MVNU Cougar. You'll learn more about our community, helpful resources, and our policies and expectations.

I encourage you to fully embrace all that MVNU has to offer and be ready to grow. We are here to support you throughout your journey as you seek new experiences, build healthy relationships, and find opportunities to lead and serve.

Grace and Peace,

Matt Spraker
Vice President for Student Development

MOUNT VERNON NAZARENE UNIVERSITY

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STUDENT DEVELOPMENT STAFF

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

VP for Student Development	Matthew Spraker
Director of Campus Life	Trinia Huddleston
Director of International Admissions and Intercultural Life	Joseph Joe
Director of Residence Life and Student Accountability	Sarah Mowry
Assistant Director of Housing and Residential Life	Sydney Moon
Resident Director for Cedar, Birch, Spruce, & Redwood	Thomas Zentmeyer
Resident Director for Elmwood, Maplewood, & Rosewood	Hannah Bidlack
Resident Director for Oakwood Hall	Trent Smith
Resident Director for Pioneer Hall	Isabella Qualls
Resident Director for Galloway	Owen Paulus
Assistant Director of Student Engagement and Transitions	Peyton Lewallen
Administrative Assistant to the Office of Student Development	Molly Galaszewski
Director of Counseling and Wellness	Eric Browning
Counselors	Jennifer Gotschall
	Candice Krabill
	Kyle Meyers
Coordinator of Student Health Services	JoLee Carrier
Counseling/SHS Receptionist	Gina Stephens
Coordinator of Intramural Athletics	TBD

Student Development Office, Hyson Campus Center, 2nd Floor (Open M-F, 8:00am-4:30 pm)
Counseling Center, Hyson Campus Center, 2nd Floor (Open M-F, 8:00am-4:30 pm)

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.

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
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. The University offers liberal arts, professional, and graduate education at its main campus in Mount Vernon, Ohio.

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 oneself. 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 plentitude 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 is committed to fostering a non-discriminatory campus environment in which community members can learn and work. MVNU prohibits discrimination on the basis of race, sex, age, color, national origin, disability, marital status, or military service in the operation of all University programs, activities, and services. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination. The University maintains the right, with regard to its lifestyle covenant, employment, and other matters, to uphold and apply its Christian beliefs related to, among other issues, marriage, sex (gender), gender identity, sexual orientation, and sexual activity to the fullest extent permitted by law. Thus, MVNU attempts to make all policies and decisions within the doctrinal and moral convictions of the Church of the Nazarene (e.g., Articles of Faith, Covenant of Christian Conduct including the Statement on Human Sexuality and Marriage, Covenant of Christian Character, and the Statement on Discrimination, 915).

Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, and its implementing regulations (34 C.F.R. Part 106, as amended by 85 FR 30026 (May 19, 2020)), a federal law that provides that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance, including admissions and employment. Prohibited Conduct under this policy is also prohibited under the Clery Act as amended by VAWA, Title VII of the Civil Rights Act of 1964, Ohio Revised Code Chapter 4112, and other applicable statutes, regulations, and administrative code provisions.

Inquiries or complaints concerning the application of Title IX may be referred to the University's Civil Rights Director/TIX Coordinator and/or the United States Department of Education:

Civil Rights Director/TIX Coordinator/504 Coordinator
Tavaris Taylor Lakeholm Manor Mount Vernon Nazarene University
800 Martinsburg Road Mount Vernon, OH 43050
Off Campus: 740-399-8250 On Campus: 740-399-9000, ext. 4606
www.mvnu.edu/titleix

Office for Civil Rights, Cleveland Office
U.S. Department of Education 1350 Euclid Ave, Suite 325 Cleveland, OH 44115
216-522-4970 216-522-2573 (fax) OCR.Cleveland@ed.gov

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 College of Professional Studies (CAPS) 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, or Psychiatric 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 Development 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 Assistant Vice President of Intercultural Affairs, 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 Development Division.

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 Development.

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 non-traditional 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 Development. 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.

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 https://mvnu.edu/academics/on-campus/center-for-student-success/accessibility-services/ 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 to take 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 Den during exchange meal hours (8pm-10pm). Dinner exchanges include a hot flatbread pizza, chicken tenders, or sandwich special. Exchange meals include sides, dessert, and beverage.

The Den

The Den is located in the Prince Student Union and provides a variety of reasonably priced foods for the student ‘on the go. Hours of Operation are daily 6:00-10:00 p.m.

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 Den and are accepted in the Dining Commons. Students can also use Road Bucks at Happy Bean (library & downtown) and Dave's Cosmic Subs (downtown). 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 and stocked Monday-Friday from 7 a.m.- 9 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. These lunches are stocked in the on-campus Happy Bean location (library) and downtown in Hunter Hall.

Grab-n-Go meals will be available at Hunter Hall 211 and Library Happy Bean.

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, burrito bar, pizza, demo station, main line, and chicken.

- *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.

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 28, 2026	Friday	Breakfast	Begin board feeding for semester
August 31, 2026	Monday	Breakfast	Begin continuous feeding schedule @ 7:00 AM
November 24, 2026 November 29, 2026	Tuesday Sunday	Lunch Dinner	Close for break at 1:30 pm Open Dinner 5-6:30pm
December 10, 2026	Thursday	Lunch	End of Semester/Close @ 1:30 pm
January 13, 2027	Wednesday	Dinner	Begin board feeding for second semester from 5:00 to 6:30 pm
February 26, 2027	Friday	Lunch	Close for Spring Break @ 1:30 pm
March 14, 2027	Sunday	Dinner	Re-open @ 5:00-6:30PM
March 25, 2027	Thursday	Lunch	Close for Easter break @ 1:30 pm
March 29, 2027	Monday	Dinner	Re-open @ 5:00 pm
May 8, 2027	Saturday	Breakfast	Board Calendar ends the year with breakfast.

Lost and Found

The Lost and Found Service is located in the Office of Student Development in Hyson Campus Center. 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.

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

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

Motherboard Tech Center

The Motherboard Tech Center is a central office/number that MVNU students, staff, and faculty can walk in or contact remotely for any need. The Motherboard Tech Center 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, Switchboard, electronic resources available for check out, and help with contacts for other department questions. Support tickets, telephone calls, emails, and text messages all come to this central location for either resolution, further delegation, or escalation.

Items available at Motherboard Tech Center for short-term checkout to students include laptops, chargers, cameras, projectors, Go-Pros, headphones, iPads, Bluetooth speakers, and more!

Post Office

The Campus Post Office, located on the lower level of Cougar Corner Campus Store, is open Monday – Friday, 8:00 a.m. to 4:30 p.m. Postal service is offered for all incoming/outgoing mail, packages and internal MVNU communications. On-campus mail does not require postage. USPS packages and letters, UPS, Amazon, and FedEx packages are delivered to the Post Office each day. Students will receive an email & text message when packages and letters are available for pick-up. Students must present their student ID to claim.

All full-time students are assigned a campus box number for identification purposes and should have this number on all incoming letters and packages. The MVNU Campus Post Office is also a drop-off location for pre-paid USPS, UPS, and FedEx packages.

Post Office personnel will notify the Office of Student Development 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.studentaid.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 https://portal.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 2026-27:
https://www.mvnu.edu/undergraduate/financialaid/tuitionandcosts

Student Health Services

The Student Health Services Office is located adjacent to Campus Center, next to the Barn. 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.

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.

Weekly Office Hours: 7:30 am – 3pm

Student Health Services can be reached at 740-507-0275 (call or text) or email nurse@mvnu.edu

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 students' 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 ensures prompt and appropriate medical treatment should the need arise.

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 make arrangements for taking 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 Office of Spiritual Life 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 Assistant Director of Spiritual Life. For extended health-related absences, written documentation from a health care provider is required.

Health Care Equipment

Certain health care items (crutches, wheelchair, 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 ensure 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 Development, 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.

Infectious Disease Protocol

Preventing Illness:
MVNU desires to create a safe and healthy environment for our students to learn and grow. There are several basic tips for maintaining your health and managing an illness:

- Wash hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol
- Cover your mouth and nose with an elbow or a tissue when coughing or sneezing
- If you are sick and/or are experiencing a fever stay isolated and consult Health Services at nurse@mvnu.edu or text/call (740) 507-0275.

Masking On Campus:

- All visitors and members of the university community may choose whether or not to wear masks on campus.
  * Please note that some individuals may continue to wear masks full time for a range of possible reasons. We ask that you respect their decisions.

If You Are Experiencing Symptoms of an Infectious Disease or Illness:

- You should isolate if you are sick and suspect that you have the flu, stomach "bug," COVID-19 or any other respiratory infectious disease or illness.
- Students, faculty, and staff can take a COVID test or seek other consultation for illness at Health Services
- If you have severe illness or have a weakened immune system, consult your doctor before ending isolation. Ending isolation without a nucleic acid amplification test (NAAT) test may not be an option for you. If you are unsure if your symptoms are moderate or severe or if you have a weakened immune system, talk to a healthcare provider for further guidance.

Follow CDC Guidance: All students, faculty, and staff are required to follow the most current guidelines issued by the Centers for Disease Control and Prevention (CDC) regarding communicable diseases, including COVID-19.

RETURN TO CAMPUS- CLASSES, WORK AND OTHER CAMPUS EVENTS:
The following criteria must be met:

- Symptoms MUST be IMPROVING.
- You must be fever free for 24 hours without using any fever reducing meds.

SPIRITUAL LIFE

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

Spiritual Formation Program Policies

One element of MVNU's mission is the cultivation of Christlikeness. Your formation as a student at MVNU is a vital part of 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 engage a variety of spiritual principles 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 to participate in MVNU's Spiritual Life. It is our hope that through active, consistent participation, you will mature in body, soul, mind, and spirit.

Students can earn required Spiritual Formation Credits through chapel services and CoSMO Groups. All First-Time in College (FTIC) students will be required to also earn Spiritual Formation Points through small group participation.

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 and Fridays (10:20 a.m. – 11:10 a.m.). The Wednesday chapel hour will be used for small groups. The Office of Spiritual Life will also offer a student-led "Time Out Chapel" service on Tuesday evenings from 9:00 PM – 10:00 PM.

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 in Spiritual Formation 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.

Spiritual Formation Requirements

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 both fall and spring semesters. Requirements listed below are for all commuter and residential students.

- All Students will be required to earn 24 Spiritual Formation credits per semester.
    - 4 of the 24 required credits can be earned through participation in CoSMO groups.
- FTIC students are required to earn 34 Spiritual Formation credits per semester.
    - 10 of the 34 required credits should be earned through small group participation.
    - 4 of the 24 required credits can be earned through participation in CoSMO groups.

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 determined by your academic dean. This will be determined within the first two weeks of the semester. This requirement can be met through chapel services on Monday and Friday, or Tuesday evening services. Your School Dean will notify our office and the Spiritual Life Staff of your status so we can set the correct credit requirement.

<u>Change in academic classification</u>

If a student's academic hours change at any time of the semester, it is their responsibility to notify the Spiritual Life Office so that their Spiritual Formation requirements can be reviewed. A residential student who reduces their academic

hours during any given semester and is enrolled part-time 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 leave them with fewer than 11 academic hours, they will still need to earn their required credits.

iAttended App
At the beginning of the semester, students must download the iAttended App on their smartphones. If a student does not have a smartphone, they must contact the Spiritual Life Office to set up an alternative way of tracking credits. Students will check in by scanning the QR codes that will be located on the screen within the chapel or on iPads in the chapel lobby, at the beginning and end of all Spiritual Formation events. Failure to scan at both the beginning and end will result in the student not receiving credits. A brief video will be sent to all students' MVNU email addresses to provide details on correctly setting up the app. ***It is the students' responsibility to read these emails.***

If your credit is not reflected on your account post-scanning at an event, it is your responsibility to email the Office of Spiritual Life at spirituallife@mvnu.edu to ensure that you receive the credit within 5 business days of the event's occurrence. Anything outside of that 5-day window will not be considered.

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.

- *Residential CCP Students are required 24 Spiritual Formation Credits*

Commuter Students
Commuter students are required to earn 18 spiritual formation credits if the following applies:

- Taking 12 hours or more (in-person or online)
- Under the age of 23
- Has a class directly before chapel

Commuter students are exempt from attending chapel if the following applies:

- Taking 11 hours or fewer (in-person or online)
- Age 23 or older
- Does not have a class directly before chapel on Mon & Fri

Commuters who qualify for exemption based on the above criteria are not required, but

are encouraged, to attend chapel. Students must request an exemption form from spirituallife@mvnu.edu within the first two weeks of each semester.

Chapel Absences

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

- Family emergency with verification (student must email the Office of Spiritual Life at spirituallife@mvnu.edu)
- Medical or Mental Health 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 Spiritual Life 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 have 13 credits or more short of their requirement during a semester will be placed on probation for the following semester, have a hold placed on their account until their fine is paid, and must meet their SFP requirement *in full* the following semester.
- Students who fail to meet their requirements *in full* during their semester of probation will receive a monetary fine, have a hold placed on their account until their fine is paid, be assessed 2 disciplinary steps by the Student Development Office, and remain on probation.
- A student who fails to meet their requirement in full during their second semester on probation will receive a monetary fine, have a hold placed on their account until their fine is paid, and be assessed 4 disciplinary steps by the Student Development Office, which could result in dismissal from the University.

Other Chapel Policies and Information

Attendance Checks
Students should check their chapel attendance in the iAttended App regularly throughout the semester. Students have **five business days** from the date of absence to appeal the accuracy of chapel attendance records.

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

Spiritual Formation Appeal Process
Each student will be responsible for tracking 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 penalties for Spiritual Formation credits. All fines for Spiritual Formation credits 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 arriving between 10:20 am and 10:30 am may scan in on the iPads in the chapel lobby. If you do not have a smartphone, you must work with the Spiritual Life Office to find 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. Students are requested to keep in mind that their actions can be disruptive to others during chapel. **Laptop and tablet usage are not permitted.**

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 being assigned. Students may not leave chapel early unless prior approval from the Spiritual Life 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, AI language processing tools, 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

The Thorne Library exists to empower rigorous learning by developing a diverse collection, equipping students for skilled and confident use of information, and fostering a culture of intellectual growth.

Thorne Library Hours:
Monday–Thursday 7:30 am – 11:00 pm
Friday 7:30 am – 6:00 pm
Saturday 1:00 pm – 6:00 pm
Sunday 1:00 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 a vibrant center of learning and community at the heart of MVNU's campus. From its bright physical spaces, which include the Happy Bean coffee shop, to its print and electronic collections, the library facilitates research, study, and collaboration for all MVNU students. The library offers an extensive physical collection that includes books, periodicals, teaching aids, maps, a variety of media formats, and even board games. The library's Educational Resource Center features a collection of children's and young adult literature and a graphic arts lab. MVNU students also have access to a wide range of electronic resources including

research databases, e-books, streaming media, and e-journals.

As a member of OhioLINK, a consortium of 90+ Ohio libraries, students have access to over 46 million physical items, 200,000+ eBooks, and 200+ online databases.

Research Support

The staff at Thorne Library aid students in the research process with guidance on everything from topic selection to search strategies. Online instructions and tutorials also provide support to students on using the library, conducting searches for resources, and using MLA, APA, or Chicago formatting.

Using the Library

Active MVNU credentials (username and password) and an MVNU ID are required for all material circulation. 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.

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.

Item Type	**Loan Period**	**Renewals**	**Late Fees**	**Charge if Lost**
Books	21 days	4 renewals	$.50 per day	$50
DVDs	7 days	2 renewals	$1 per day	$50
Study Rooms	2 hours	Until reserved - 1 hour per renewal	$1 per hour	$100
Periodicals	7 days	2 renewals	$1 per day	$50
Course Reserves	2 hours (unless otherwise specified)	Until reserved - 1 additional hour per renewal	$1 per hour	$50
Inter-Library Loans	28 days	2 renewals	$2 per day	$100
OhioLINK Books	42 days	4 renewals	$2 per day	$75
OhioLINK	7 days	No renewals	$2 per day	$75

Media				
Available through the HUB				
Item Type	**Loan Period**	**Renewals**	**Late Fees**	**Charge if Lost**
A/V Equipment	Determined at time of booking	None	$10 per hour, per piece of equipment	Varies by item
Laptop	7 days	Yes	$50 per day	$1,000
Laptop chargers and cases	7 days	Yes	$50 per day	$50 each

For more information on using the library, visit the Using the Library Guide on the library's website.

Contact information
https://mvnu.libguides.com/home (web page)
740-397-9000 x4240 (Main circulation desk)
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. CSS resources are free to students and highly encouraged for all looking to enrich their academic experience and outcomes. Students in the traditional undergraduate programs can schedule CSS services here. These opportunities include:

One-on-One Tutoring: One-on-one tutoring is offered for many courses in the traditional student catalog. Tutoring is offered during a wide variety of hours, so academic enrichment is easily accessed. Tutors are student employees trained to guide students individually towards mastering content and achieving their academic goals.

Supplemental Instruction: Supplemental Instruction (SI) is an academic enrichment program available in select traditional courses to review and practice course content through weekly group study sessions led by a student SI Leader who has already demonstrated success in the course. These sessions are proactive, participatory, and many internal and external data reviews show that students who regularly attend SI sessions typically earn a higher-than-average grade in the course.

Writing Coaching: One-on-one writing coaching exists to create a safe and friendly space for writers at all levels to share their work with a student Writing Coach and receive helpful feedback empowering student writers to become more

confident, self-sufficient, and effective critical thinkers and communicators. The Writing Coaches assist students with any writing assignment at any stage of the writing process; asks questions and listens to students to help explore, clarify, and articulate their ideas; and supports and guides students as they develop their writing process and style.

Academic Peer Mentors: Academic Peer Mentors (APM) are upper-level students trained to assist others 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.

Student Success Coaches: Student Success Coaches are professional staff equipped to empower students to set and achieve their academic goals, connect with campus resources, and thrive within the MVNU community.

Center for Student Success Courses: CSS courses equip first-time freshmen with the skills to meet the academic demands of higher education, offering students tools to excel in their academic work. These courses are COR-1012M Discipleship of the Christian Mind and CSS-1011 Advanced College Success Strategies. Any student may choose to enroll in these beneficial courses, and they are required for students whose placement scores indicate they are likely to thrive with additional support.

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 through Accessibility Services and for limited make-up exams for students with university-approved absences.

The Test Center also provides some university placement exams, selected Pearson exams, and occasional MVNU program assessments.

Appointments are required for all exams and testing. For more information, please email testcenter@mvnu.edu or call the office at 740-397-9000 x4230.

Accessibility Services for Students with Disabilities
The Office of Accessibility Services is located within the Center for Student Success and facilitates a process for students to self-disclose documented disabilities.

When students register with Accessibility Services, they will learn the difference between high school and college accommodations and the additional resources offered at MVNU to support their personal and academic goals. Additionally, we can provide guidance on the process required to receive accommodation and ways to advocate for yourself.

Academic: Students who received accommodations in high school, have been recently diagnosed with a disability, or have a disability but never received

accommodations before, are encouraged to start the process early, since accommodations are not retroactive. Common academic accommodations include extended time on tests, low-distraction testing, and preferred seating.

Dietary/Dining: Meal plans are required for all residential students. In certain situations, students may require accommodations to the meal plan due to a disability. The MVNU cafeteria works with students and Accessibility Services to provide reasonable accommodations such as changing gloves, using fresh utensils, and providing ingredient labels. Please contact us for more information on the process.
Housing: Accessibility Services also works with students who require housing accommodations such as an ESA, first floor room, wheelchair accessible room, or single room. Students need to apply for housing accommodations as early as possible to receive a timely decision prior to move-in day.

Our priority deadlines are:
Fall Semester:
- Returning Students- March 20
- New Students- July 1

Spring Semester:
- Returning Students- November 30
- New Students- December 15

If students apply after the deadline, it will be reviewed by a committee for the following semester**.**

More information on the process, please contact us at accessibilityservices@mvnu.edu, or 740-397-9000, ext. 4280, or visit our website https://mvnu.edu/academics/on-campus/center-for-student-success/accessibility-services/ (Link)

For more information about the Center for Student Success, contact Cara Boyd, Associate Director of the Center for Student Success, at (740) 397-9000, ext. 4612.

Career Development Center

The Career Development Center has one goal: To help you be ready for your Life Calling!

The Carer Development Center is housed in Thorne Library and provides services and resources to help students identify suitable majors, plan their careers, build professional skills, 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 the Career Development 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.

For an appointment or additional information about career assistance and resources contact Darrel George, MSM the Executive Director of Development & Life Calling, at 740-397-9000, ext. 4618, or email darrel.george@mvnu.edu

INTERCULTURAL LIFE

Mission
Core Values
Programs
The Dwelling

Mission

"Our mission is to cultivate a campus community where every student is empowered to coexist, learn, and grow together — embracing cultural differences as a source of strength, fostering mutual respect, and nurturing a spirit of global citizenship. Intercultural Life serves as a bridge between AIM students and the broader MVNU community, creating spaces where all students can learn from one another, build meaningful connections, and grow together in unity."

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 people have equal value and merit.
- Equity and Empathy: Dispersion of power and equality of opportunity

Programs

Under the leadership of the Assistant 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
- Martin Luther King Celebration Breakfast
- Soul Festival
- Women's History Month
- Special guests and speakers

- Interactive discussions and workshops
- The Dwelling Multicultural Resource Room
- Black Student Union

The Dwelling
The Dwelling is located in Central Complex. It serves 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 for approval to use the area.

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 can be found at http://www.mvnusga.com.

Executive Cabinet

President	Marlee Gibson
Vice President	Carl Statler
Director of Academic Life	Emma Falgner
Director of Community Life	AJ Coker
Director of Spiritual Life	Drayton Berry
Director of Intercultural Life	Pamela Isimbi
Director of Social Life	Kenzie Dickson
Director of Communications	Lila Smith
Director of Athletics	Dillon Hittle
Commuter Council President	Ben Hudepohl

Class Representatives

Senior Class President	Sarah Hickey
Junior Class President	Odessa Wellman
Sophomore Class President	Grace Ferguson
Freshman Class President	TBD

Class Council 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 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 by 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 student organizations is for MVNU students. Due to this, unless prior approval is granted from the Director of Campus Life and VP for Student Development, 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 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 Fair 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 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 Development:

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
Faithworks
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 involves students who qualify academically or otherwise are elected into such societies.

Community Service and Ministry Opportunities (CoSMO)

Through CoSMO groups (Community Service and Ministry Opportunity groups), students can serve their community by volunteering at various local partners in Knox County. These opportunities are designed to help our campus community discover ways to utilize their unique gifts, talents, and passions in service to God and others.

CoSMO groups are student-initiated and student-led service groups that bring together individuals who wish to collaborate in the local community and nearby cities. Service to the community includes, but is not limited to, tutoring; spending time with children, high school students, and the elderly; serving in urban settings; creation care; raising awareness about global issues of justice; and more. Groups may be formed with the authorization of the Spiritual Life Office. CoSMO exists to meet needs within our community, so as needs change, so do our groups.

- Better Together (Working with individuals on the Autism Spectrum)
- Escape Zone (Outreach for at-risk youth)
- Lunch Buddies (Mentoring elementary students)
- Mandate (Urban Ministry immersion trips)
- P.B. & J. Club (Children's Ministry)
- Daughters (Ministry with the Elderly)
- HOLA (English language learning and homework help)
- Second Red Cross (Blood Drives)
- Crafting for Kindness (Handcrafted goods donated to local hospitals)
- Cougs for KSP (Fundraising for local pregnancy service center)
- Essentials (Pantry for low-income students)

Justice Together

Justice Together aims to inform, advocate, and provide opportunities for involvement in promoting biblical justice both locally and globally. Justice Together actively seeks ways to foster ongoing, sustained, and respectful conversations and service opportunities, thereby better preparing students, faculty, and staff to discuss and address issues of justice. Each semester, a specific justice-related topic is chosen, and all events, service opportunities, and fundraisers focus on it. Recent issues that have been covered include Trafficking, Poverty, Racial Unity, and Addiction.

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 Development. 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 biblical justice locally and globally. The Justice

Project actively seeks ways to create ongoing, sustained, and respectful conversations and service opportunities to better prepare students, faculty, and staff to talk about and address issues of justice.

FaithWorks

As an institution, we affirm that service to others is an integral part of our corporate identity. To seek to learn is to seek to serve. This commitment to service is rooted in our faith and functions as an expression of our shared devotion to Jesus Christ. Faith Works provides an avenue for students to embody this motto by responding to both the community's needs and the world's needs. Faith Works asks, what mark are you making?

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, scooters, and bikes. The REC is located on the 1st floor of Campus Center. The REC hours and inventory can be found at https://rec.mvnu.edu.

Faith Works Trips

Faith Works Global creates opportunities for the campus community to serve beyond our local community and state. Teams of students are sent on Faith Works trips, both within the United States and abroad.

These trips have a two-fold purpose. First, we aim to cultivate Christ-like servant hearts in our students by providing them with the opportunity to partner with the host site through humble service in any capacity needed. Second, we aim to shape students into globally minded followers of Jesus by creating opportunities for intentional learning from and alongside their hosts. These experiences often transform students as they encounter God in new ways, engage with new cultures, and build lifelong friendships with their teammates. We send them both domestically and internationally to places like Los Angeles, California; San Jose; Succotz, Belize; Poznan, Poland; Cambados, Spain; The Azores; Campinas, Brazil; Cactus, Texas; and more!

Traditional Student Activities and Events

The following is a description of annual campus-wide activities and events. For the most updated list, visit lifeatmvnu.com

- *Welcome Week:* A collective group of events aimed at integrating freshmen into the campus as well as welcoming back returning students.

- *Senior Sunrise/Sunset:* The graduating class starts the first day of their last year together at a special sunrise moment and ends their final year on campus with a sunset event.

- *Sonfest:* Enjoy some of the best Christian music, food trucks, inflatable games, giveaways, sand volleyball, and more in a great atmosphere.

- *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.

- Holiday Extravaganza: This event turns the Quad into a Christmas Village that you won't want to miss.

- *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 games, paint drop, and food.

- Beyond the Vern: These are low or no cost trips off campus to some fun places to visit around Ohio.

List of Clubs and Organizations

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

Alpha Chi
Athletes in Action
Black Student Union
Biology Club
Chemistry Club
Cougars Powerlifting Club
Delta Mu Delta
Engineering Club
Google Developer Group
Herencia
History Club
I Don't Like to Lose Club

International Student Club
Lugaw Club
National Student Speech Language Hearing Association
Nerf Club
Phi Delta Lambda
Pickleball Club
Pre-PA Club
Sigma Tau Delta (English Honors Society)
Society of Christian Healthcare Association
Student Education Association
Theatre Club
The Social Justice League
Trail Club
Young Life

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 club teams participate in Women’s Lacrosse, Disc Golf and Swimming.

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 Mideast 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 2026-2027 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 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 Development 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 Development, 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.

<u>Core Values</u>

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 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) and Assistant Resident Directors (ARD) 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.

RD of Redwood, Spruce, Birch, & Cedar Apartments	Thomas Zentmeyer
RD of Elmwood, Maplewood, & Rosewood Apartments	Hannah Bidlack
RD of Galloway Hall	Owen Paulus
GA of Residence Life: Galloway	Abi Larkin
RD of Pioneer Hall	Isabella Qualls
RD of Oakwood Hall	Trent Smith
Assistant Director of Housing & Student Activities	Sydney Moon
GA of Residence Life: Spiritual Mentor Program	Sophia Hudson

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 2nd, 3rd, or 4th year at the University; the RAs are also responsible for developing community, promoting healthy relationships, and sustaining an atmosphere of order.

Spiritual Mentors
In partnership with the Office of Student Care, the University also employs Spiritual 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 and Spiritual Mentor. Whenever the RA, SM, or the Resident Director makes reasonable requests to achieve order, he/she carries the full authority of the Director of Residence 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 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
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 Development.

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 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 and 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 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 after they have completed the proper On-Campus housing form.

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. 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 CAPS Students
On-campus housing may be available to students enrolled in College of Adult and Professional Studies (CAPS) programs. Housing priority is given to students enrolled in traditional undergraduate programs, with housing for CAPS students offered only as space is available.

CAPS students living on campus may be housed with traditional undergraduate students and are required to participate in the University meal plan and abide by the Commitment to Community and policies outlined in the Student Handbook. CAPS students who violate these expectations are subject to the disciplinary processes outlined in the Student Handbook.

CAPS students who are also employed by the University may not live with traditional undergraduate students. Graduate Assistants (GAs), as University employees, are housed separately according to University employment and housing arrangements. GA housing availability is determined yearly.

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. Moving onto campus constitutes a contractual agreement and assumes that students will abide by these guidelines and the University's housing contract.

Housing Assignments
Housing assignments are based on the determination that a 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 regarding housing assignments rests with the Vice President for Student Life and the Director of Residence Life and Student Accountability. The Office of Student Life may require documentation of rehabilitation or recovery prior to a final housing assignment.

Rooms & Shared Living Spaces
Whenever possible, students are assigned rooms based on their requests. Students are expected to respect their roommate(s) and the shared use of their assigned living space. No resident may restrict another assigned resident's reasonable access to or use of the room or shared space. Students may not move into, move out of,

or change an assigned room or living space without prior approval from Residence Life.

Roommate Concerns & Room Changes
Students are expected to make a good-faith effort to address roommate concerns and work through conflict as an important part of living in community. Room changes are not an immediate solution to roommate conflict or incompatibility. Students must remain in their assigned room and participate in conversations and conflict-resolution efforts with their RA and/or RD before a room change will be considered. Any room change must be approved by Residence Life and will be considered only when circumstances warrant a change.

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 Development office.

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

If the café cannot provide what the student needs and the food requests are related to a disability, the student can request accommodations through the Office of Accessibility Services. As a part of this process, documentation from a qualified professional of related diagnosis and food limitations and recommendations must be submitted along with the request so appropriate accommodations are offered. While MVNU strives to provide accommodations in as timely a manner as possible, depending on the nature of the request and available solutions, reasonable accommodations may take an extended time to implement so please make requests as early as possible.

Housing Schedule & Procedures

Residence Area Open and Close Dates and Times

OPEN	Thursday, August 27, 2026	8:00 am	Residence Halls Open for New Students
OPEN	Friday, August 28, 2026	8:00 am	Residence Halls for Returning Students
CLOSE	Tuesday, November 24, 2026	6:00 pm	Residence Halls Close Thanksgiving Break Begins
OPEN	Sunday, November 29, 2026	2:00 pm	Residence Halls Open Thanksgiving Break Ends

CLOSE	Thursday, December 10, 2026	6:00 pm	Residence Halls Close Christmas Break Begins
OPEN	Wednesday, January 13, 2027	2:00 pm	Residence Halls Open Christmas Break Ends
CLOSE	Friday, February 26, 2027	6:00 pm	Residence Halls Close Spring Break Begins
OPEN	Sunday, March 14, 2027	2:00 pm	Residence Halls Open Spring Semester Ends
CLOSE	Sunday, May 9, 2027	12:00 pm	Graduating Seniors Move-out

* PLEASE NOTE: Halls will remain open over Fall and 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.

Christmas Break Keys
All residence hall and University housing keys must be returned as directed by Residence Life prior to leaving for Christmas Break. Failure to return assigned keys will result in applicable charges and/or disciplinary action.

Break Housing
Student room charges cover housing during each semester of the academic year, excluding Thanksgiving, Christmas, and Spring Breaks when the residence halls are closed. Students who demonstrate a need for housing during a designated break may submit a Break Housing Request Form through the housing portal. Forms are made available in advance of each break and must be submitted by the established deadline.
There is an additional charge for approved break housing, as listed on the Break Housing Request Form. Regular cafeteria food service is not available while the residence halls are closed. Additional break housing guidelines and expectations are provided on the Break Housing Request Form.

Student Athletes & Student Employees
Student athletes and student employees who are required to remain on campus for University-related responsibilities must still submit a Break Housing Request Form by the established deadline. Break housing fees will only be waived when the student's required presence is confirmed by their coach or University supervisor. Students who choose to remain on campus for reasons unrelated to their University responsibilities are responsible for the applicable break housing fee.
Students may not remain in or enter residence living areas during closed periods without prior approval for break housing. Unauthorized entry or occupancy may result in disciplinary action as outlined in the Community Violations and Guidelines section of this handbook. Resident Directors will cooperate with Campus Safety to secure all buildings during periods when residence living areas are closed.

<u>University Housing Closure</u>

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 during the Spring semester. It is important that all returning students sign up for housing to receive priority housing for the Fall semester. Pioneer and Oakwood Halls are primarily reserved for incoming freshman students. Other residence halls and apartments are assigned based on factors such as class standing, group size, eligibility, availability, and current University housing needs. Accommodations can be made for students requesting an approved medical accommodation or paid single room.

Transfer and re-admit students are considered for housing after the Returning Student Room Rush process is complete. Housing assignments will be made based on available space while considering student preferences when possible. Students will be assigned housing once all required housing materials have been completed, including:

1. $150 housing deposit on file with Student Accounts.
2. Completed Campus Housing Application in Housing Self-Service on the Student Portal.

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

While MVNU makes every reasonable effort to consider student housing preferences, specific residence halls, room types, roommates, or housing arrangements cannot be guaranteed. All housing assignments are subject to availability and University housing needs.

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. 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 31st of the Fall semester of the following year or by November 30th 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. 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 based on 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 move-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 facilities ticket should be submitted immediately. Instructions on submitting work orders are included below under the "Reporting Maintenance/Housekeeping Needs" section. Please refrain from using tape or nails on walls.
4. Items including nails, screws, and tape are prohibited on walls. Use is subject to damage fines. Painting of MVNU property, including, but not limited to, doors, walls, sidewalks, & buildings is prohibited.
5. Heating and cooling units are to be kept clear of all objects. Permanent objects should not be kept in windows that could prohibit emergency exit.
6. 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.
7. No personal items or trash (shoes, clothing, etc.) should be left outside of the room/apartment.
8. 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.
9. Each resident is allowed to have one refrigerator in their room, or 1 per student in the halls. Refrigerators much be 3.2 cubic feet or less. Refrigerators are subject to searches for Health & Safety Inspections.
10. 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, and 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, wax warmers, candle lamps, or incense, including devices for lighting or burning incense are prohibited. 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, toaster ovens, ovens, microwaves, gas grills, or any other cooking equipment or appliances with open coils or flames. (In townhomes, one microwave is permitted per apartment.) Items permitted in all areas include: Crockpots, airfryers, and rice cookers. Upperclassmen townhouses are permitted to have skillets, George Forman grills, and non-coiled hot plates. These items must stay in the designated kitchenette area.
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. Residence Hall Display Restrictions: No external-facing signage, flags, posters, or other items may be placed in windows. Yard signs, decorations, or plants are not permitted on the outside of townhouses, or internal hall doors. Residents may place items on their exterior doors only if all occupants of the room/apartment agree. University officials reserve the right to require the removal of door materials at any time.
9. Pornographic, indecent, or offensive pictures, videos, literature, or any sexual paraphernalia are not permitted in the residence living areas. University personnel will remove inappropriate videos, posters, or publications.
10. Space heaters including electric fireplaces are prohibited. If the heat is not working properly in your room, please put in a ticket with Facilities.

11. Bicycles, mopeds, motorcycles, electric scooters, vehicles and like machines, or parts of vehicles are not to be stored inside any campus building. (Bicycles should be stored in bike sheds or on the bike racks.)
12. Outdoor open flames, including tiki lights, grills (charcoal, gas, or electric). Campfires are permitted University provided fire pits, per approval of Resident Director and with the oversight of Residence Life student or professional staff. Requests must be made 48 hours in advance. University-provided grills will be limited to just the grilling of food. See Safe Practices for Fire Use
13. Lighter fluid, matches, lighters, gasoline, propane, fireworks (of any kind) and other flammables or combustible materials.
14. Tobacco products, vapes, e-cigarettes, any other nicotine or marijuana products, illegal drug products and paraphernalia including products containing CBD.
15. Occult or spiritual practice items (e.g., Ouija boards, tarot cards)
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 AccessibilityServices@mvnu.edu. ESAs should not be brought onto campus until written approval has been given per the Office of Accommodations. Animals or pets that are only visiting are not allowed in any buildings on campus.
17. Body Armor: Any armor clothing or gear, including but not limited to bulletproof or stab-proof vests, helmets, and plates, designed to absorb or deflect attacks from firearms, knives, or other weapons.
18. Restraining Devices: Any device intended to restrict movement, including but not limited to handcuffs, zip ties, leg irons, and similar equipment.
19. Weapons, knives, and firearms of any kind, including air rifles, paintball guns, pellet guns, water bead or jell 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.
20. 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 has for diversity and inclusion. Examples of these images are Nazi symbols, Confederate flags, blackface, etc. These are historically disparaging and not acceptable for our community.

Air Conditioner Policy

All residential areas on campus come with air conditioning. 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. All units are installed, and inspected, by MVNU facilities employees only.

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
- Return room key to Campus Safety.

Overnight Off-Campus Policy and Procedure
All students are required to inform Residence Life when they plan to be off campus overnight. This includes stays at private residences, hotels, or any other location not owned or managed by MVNU.

Procedure:

1. The university reserves the right to follow up with the student for additional information **Reporting Requirement:**
   - Students are required to notify the Office of Student Development of their overnight plans by submitting an online form at least 24 hours in advance of their departure.
   - The form can be accessed through the Life at MVNU app or on the Life at MVNU Dashboard. This form will include details such as the student's name, departure and return dates, location of stay, emergency contact, and purpose of the overnight stay.
2. **Reporting Process:**
   - The submitted information will be reviewed by the student's Resident Director.
   - Approval is automatic upon submission of the form, provided all required information is accurately provided.
   - In cases where there are concerns (e.g., safety risks associated with the destination).
3. **Compliance:**
   - Failure to comply with this policy may result in disciplinary action, as outlined in the Student Handbook.
   - Students are encouraged to update their plans if there are any changes after the initial submission.
4. **Purpose of Reporting:**
   - Enhance campus safety by enabling the university to know the whereabouts of students in case of emergency.
   - Facilitate communication with students in case of emergencies or incidents.
   - Foster a sense of community and responsibility among students by keeping them connected with the university even when off campus.

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 2026 semester, students will need to stay on campus until Monday, September 21, 2026. 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 should inform the appropriate staff by emailing their Resident Director at least one day in advance of their 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 noise becomes 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 in Oakwood & Pioneer Residence Halls are invited to gather with opposite sex visitors in the lobbies between 10:00am and midnight daily. In addition, Freshmen areas are allowed to have opposite sex visitors in their room with the doors to the hallway open ninety degrees during the Open Hours below:

- Pioneer and Oakwood Halls
    - Wednesday: 8:00 p.m.-11:00 p.m.
    - Friday & Saturday: 9:00 p.m.-1:00 a.m.

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. - 1:00 a.m.
- Saturday: 12:00 p.m. – 1:00 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, stairway, 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. When opposite sex visitors are present,
    a. In all Residence Halls, the door must be fully open.
    b. At least one full-sized lamp or overhead light must be on in the room.
    c. Students and visitors are not allowed to be laying down together on beds, couches, floors, or any other surfaces. This rule is in place to maintain an environment of respect and personal space of both the individual and their roommates. Visitors are welcome to use common areas such as lounges and study rooms. However, the same standard rule applies, to be respectful of others using these spaces.
    d. Room Doors: During visitation hours, room doors must remain open 90 degrees if a visitor of the opposite sex is present. This ensures transparency and helps maintain a comfortable environment for all.
6. Apartment living rooms should not exceed more than 25 persons at a time.

<u>Overnight Guest Policy and Procedure</u>

The purpose of this policy is to regulate overnight guests in the residence living areas at Mount Vernon Nazarene University (MVNU) to ensure the safety, security, and comfort of all residents.

1. Guest Limitations:
    - No guest or off-campus visitor may stay overnight in the residence living areas for more than three nights in a given semester without the approval of the Resident Director.
    - Overnight guests must be registered with the Resident Director prior to their stay.

2.Childcare and Babysitting:

- Childcare or babysitting services are not permitted in any campus residence area.

Procedure:

1. **Guest Registration:**
    - Residents wishing to host an overnight guest must submit a Guest Overnight Stay Request Form at least 24 hours in advance of the guest's arrival.
    - The form can be accessed through the Life at MVNU app, on the Dashboard. The form will include details such as the resident's name, room number, guest's name, guest's contact information, expected arrival and departure dates, and purpose of the visit.
2. **Approval Process:**
    - The Resident Director will review the Guest Overnight Stay Request Form.
    - The Resident Director may contact the resident for additional information or to discuss any concerns related to the guest's stay.
3. **Guest Responsibilities:**
    - Overnight guests must abide by all MVNU housing policies and regulations during their stay.
    - Guests are expected to respect the rights and privacy of other residents.
4. **Violation of Policy:**
    - Failure to comply with this policy may result in disciplinary action as outlined in the MVNU Housing Agreement and Student Handbook.
    - Residents are responsible for ensuring their guests are aware of and adhere to all MVNU policies.

MVNU's overnight guest policy aims to balance the needs for hospitality and community safety within our residential facilities. By adhering to these guidelines, residents contribute to a respectful and secure living environment for all members of the campus community.

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.
3. 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.
4. 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 per attempted call and message 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 Residence Life and Campus Safety.
e. The Director of Residence Life or the Vice President for Student Development 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 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.

CRIMINAL HISTORY HOUSING REVIEW POLICY

Introduction

Mount Vernon Nazarene University seeks to balance its commitment to grace, redemption, and personal transformation with its responsibility to provide a safe and supportive living environment for all residential students. The University reserves the right to review criminal history information when determining eligibility for residence in university housing.

Purpose

The purpose of the Criminal History Housing Review Policy is to outline the criteria and procedures for:

- Reviewing criminal history information disclosed by students seeking campus housing.
- Determining whether a student's criminal history presents a significant concern to the health, safety, welfare, or educational environment of the residential community.
- Establishing a fair and individualized review process for housing eligibility decisions.
- Providing a process for appeal of housing determinations.

Criminal History Disclosure

Students applying for university housing are required to disclose:

- Any felony conviction.
- Any pending felony charge for which a final judicial determination has not been made.
- Any conviction involving violence, sexual misconduct, stalking, arson, weapons offenses, or drug trafficking/manufacturing.
- Any legal requirement to register as a sex offender.

Failure to provide accurate and complete information may result in:

- Denial of university housing;
- Removal from university housing;
- Referral to the Student Conduct process; and/or
- Other action deemed appropriate by the University.

Housing Eligibility Review

A criminal conviction does not automatically disqualify a student from residing in university housing. When criminal history information is disclosed or otherwise becomes known to the University, the Vice President for Student Development, or designee, will initiate an individualized review.

Factors considered may include:

- The nature and severity of the offense;
- The age of the student at the time of the offense;
- The length of time since the offense occurred;
- Compliance with sentencing requirements;
- Evidence of rehabilitation, personal growth, and community involvement;
- The relationship of the offense to community living and residential safety;
- Any ongoing legal restrictions or supervision requirements; and
- Any other information deemed relevant by the University.

Housing Review Process

- Student will petition to live on campus by submitting :
  - Two character references (at minimum)
  - A written statement explaining any criminal or disciplinary history and describing why the student believes they should be approved to live in University housing.
- The Vice President for Student Development, or designee, will collect available information relevant to the review.
- The review may include consultation with representatives from Residence Life, Campus Safety, Counseling Services, and other University personnel as appropriate.
- The review will be conducted on a case-by-case basis using the totality of available information.
- Following review, the Vice President for Student Development, or designee, will issue a written decision regarding housing eligibility.

Housing Determinations

The University may:

- Approve eligibility for university housing;
- Approve eligibility subject to specific conditions;
- Require assignment to a specific residential location;
- Delay housing eligibility pending additional information;
- Deny eligibility for university housing.

The University retains sole discretion in determining whether a student's criminal history is compatible with residence in university housing.

Appeal Process (SAME AS EXISTING CONDUCT APPEAL POLICY)

A student may appeal a housing eligibility determination by submitting a written appeal to the Vice President for Student Development, or designee, within ten (10) business days of receiving written notification of the decision.

The appeal must include the student's detailed explanation of the basis for the appeal and must address one or more of the following:

1. **Procedural Error**
   A material procedural error occurred during the housing review process that substantially affected the outcome of the decision.
2. **Misapplication or Misinterpretation of the Policy**
   The provisions of this policy were incorrectly applied or interpreted in reaching the housing determination.
3. **Discovery of Substantial New Facts**
   Significant new information has become available that was not reasonably available at the time of the original review and may affect the housing determination.
4. **Finding of Facts Not Supported by the Evidence**
   The housing determination was based on factual conclusions that are not reasonably supported by the information available during the review process.

The Vice President for Student Development, or designee, shall review the appeal to determine whether the policy and review procedures were followed and whether the housing determination is supported by the available information. The Vice President for Student Development, or designee, may affirm, modify, or reverse the original decision.
The student will be notified of the appeal decision in writing. The decision of the Vice President for Student Development shall be final.

UNIVERSITY COMMUNITY POLICIES

Activity Planning Policy
Athletic Facility Usage
Civil and Criminal Code
Confidentiality of Student Records
Discrimination and Harassment Policies
Dress Standards
Drug-Free Workplace and Drug-Free School and Communities Act Policy
Entertainment Policy
Fundraising Policy
Human Sexuality
International Student Airport Transportation (CAS)
Liability
Photo and Video Release
Posters on Campus
Promotion for Business
Responsibility for Personal Property
Rights of Students

Student Printing Policy
Suicide Risk Mitigation Policy for Students Requiring Medication
Use of MVNU Identity
University Property
Withdrawal (Voluntary/Involuntary)
Student Development Re-entry Process

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 Director of Social Life, and the Director of Campus Life. Events must be coordinated and scheduled for calendar purposes through the Office of Student Development using lifeatmvnu.com.

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 Development. 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 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 Development.

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 Development. 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 Development 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 Development 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 Development 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/undergraduate/academics/registrar/ferpa.)

Discrimination and Harassment Policies

TITLE IX – Sexual Harassment

Mount Vernon Nazarene University is committed to providing a teaching, learning, and working environment that is free from sexual harassment. In keeping with its religious heritage, ethical convictions, and legal obligations, the University upholds the principles of safety, personal integrity, civility, mutual respect, and freedom from unlawful discrimination, specifically as it relates to sex-based misconduct.

Mount Vernon Nazarene University takes its responsibilities under Title IX of the Education Amendments of 1972 ("Title IX") seriously. The Title IX Coordinator works in collaboration with other University personnel to help ensure a campus free of sexual and gender-based harassment.

All faculty and staff at the University, with the exception of those designated as confidential resources, are required to report any known or suspected incidents of sexual harassment and/or sexual violence to the Title IX Coordinator. If a faculty or staff member becomes aware of such an incident, University policy mandates that the information be shared with the Title IX Coordinator.

Acts of Prohibited Conduct—including sexual harassment, sexual assault, dating violence, domestic violence, and stalking—are unlawful and violate Title IX and the Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance Rule (34 CFR Part 106). Such acts are contrary to the mission and values of the University and will not be tolerated. In addition to Title IX, the University is also obligated to respond to these incidents in accordance with 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.)

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.

Drug-Free Workplace and Drug-Free Schools/Communities Act Policy

Preface

In keeping with the religious heritage of the Church of the Nazarene and in compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act, it is the policy of Mount Vernon Nazarene University (MVNU) that abstaining from the use of alcohol, tobacco, and non-medical uses of controlled substances is the positive ideal for persons and communities. It is MVNU's policy to maintain a drug-free workplace and campus.

Health Risks

In addition to MVNU disciplinary actions, potential criminal penalties, and workplace hazards, specific serious health risks are associated with the use of illicit drugs and alcohol. All drugs, including alcohol, can cause marked changes in behavior and have side effects. Their influences can affect the safety and well-being of the users and those around them.

Alcohol is a central nervous system depressant that is absorbed into the bloodstream and transmitted to all parts of the body. Even low doses can impair the judgment and coordination required to drive a car safely, increasing the likelihood that a driver will be involved in an accident. Low to moderate doses reduce physical coordination and mental alertness, while increasing the incidence of aggressive behavior. Moderate to high doses of alcohol drastically impair an individual's ability to function, sometimes rendering them unconscious.

Illicit drugs, including but not limited to stimulants, depressants, hallucinogens, narcotics, or inhalants, can interfere with important brain activities, including coordination, memory, and learning. They increase the risk of lung cancer, destroy liver cells, initiate severe weight loss, and may weaken the immune system. Users may also experience abdominal pain, nausea, vomiting, rapid heartbeat, and irregular breathing. Convulsions, coma, and death are also possible. Combining drugs can be fatal.

Standards of Conduct/Employees

The MVNU Faculty and Staff Handbooks describe acceptable behavior of all faculty and staff, both on and off campus. The Faculty and Staff Handbooks can be found on the MVNU website.

In addition to the personal, moral, and religious lifestyle guidelines provided in the Faculty and Staff Handbooks, which prohibit the use of the use of alcohol and illicit drugs, MVNU staff and faculty must comply with the following Drug-Free Workplace Policy as a condition for continued employment.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (including but not limited to marijuana/medical marijuana) is prohibited on campus and/or while conducting MVNU business and/or while

otherwise representing MVNU to the public.

Employees are also required to report any conviction under a criminal drug statute, no later than five days after the conviction, to the Vice President for Finance. MVNU will notify the appropriate government granting agency within ten days after receiving such notice. The employee will be subject to discipline, up to and including termination of employment.

Smoking is prohibited on campus. All employees are expected to adhere to this policy and are requested to advise campus guests of this policy.

Violations will be considered employee misconduct and will be subject an employee to discipline, up to and including termination of employment.

Standards of Conduct/Students
The MVNU Student Development Handbook describes the behavior expected of all students, both on and off campus. The Student Development Handbook is available on the MVNU website. The drug and alcohol policies can be found in the Community Expectations chapter of the Student Development Handbook. The unlawful manufacture, possession, use, dispensation, or distribution of illicit drugs (including but not limited to marijuana/medical marijuana) and alcohol by students on MVNU property or as part of any of MVNU activities is prohibited. Violations of these drug and alcohol policies will result in institutional disciplinary sanctions consistent with MVNU policies and federal, state, and local laws specified below, up to and including potential expulsion and/or referral for prosecution. MVNU reserves the right to update and revise the Student Development Handbook at any time.

https://www.mvnu.edu/currentstudents

Criminal Sanctions
State of Ohio Alcohol and Drug Laws

1. **Underage drinking**: Ohio Revised Code (O.R.C.) 4301.63 provides that no person under the age of 21 shall purchase beer or intoxicating liquor. Penalty for violation: Violation of O.R.C. 4301.63 will result in a fine of not less than $25 but not more than $100. The court may order that the fine be paid by the performance of public work at a reasonable hourly rate established by the court and may specify the designated time in which the public work shall be completed.

2. **False identification used to purchase alcohol for someone under 21:** O.R.C. 4301.633 provides that no person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining or with the intent to obtain, beer or intoxicating liquor for a person under 21 years of age, by purchase, or as a gift. Penalty for violation: Violation of O.R.C. 4301.633 is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than six months and a fine not more than $1,000.

3. **False identification used to purchase alcohol by someone under 21:** O.R.C. 4301.634 provides that no person under the age of 21 years shall knowingly show or give false information concerning the same person's name, age, or other identification for the purpose of purchasing or otherwise obtaining beer or intoxicating liquor in any place in this state where beer or intoxicating liquor is sold under a permit issued by the division of liquor control or sold by the division. Penalty for violation: Violation of O.R.C. 4301.634 is a misdemeanor of the first degree, punishable by up to six months imprisonment and fines up to $1,000. If a false or altered state identification card was used in commission of a violation of O.R.C. 4301.634, the punishment is a first degree misdemeanor with a fine of not less than $250 but not more than $1,000 and up to six months imprisonment.

4. **Open container in a motor vehicle:** O.R.C. 4301.64 prohibits the consumption of beer or intoxicating liquor in a motor vehicle. Penalty for violation: Violation of O.R.C. 4301.64 is a misdemeanor of the fourth degree punishable by up to 30 days in jail and a fine up to $250.

5. **Furnishing or selling alcohol to someone under 21:** O.R.C. 4301.69(A) prohibits any person from selling or furnishing beer or intoxicating liquor to a person under 21 years of age, or buying it for any person under the age of 21. Penalty for violation: Violation of O.R.C. 4301.69(A) is a misdemeanor punishable by a fine of at least $500 but not more than $1,000, and up to six months imprisonment.

6. **Underage purchase, possession or consumption of alcohol:** O.R.C. 4301.69(E) provides that no underage person shall knowingly order, pay for, share the cost of, attempt to purchase, possess, or consume any beer or intoxicating liquor in any public or private place or knowingly be under the influence of any beer or intoxicating liquor unless he or she is accompanied by a parent, spouse, or legal guardian who is not an underage person, or unless the beer or intoxicating liquor is given for religious purposes or by a physician for medical purposes. Penalty for violation: Violation of O.R.C. 4301.69(E) is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than six months and a fine up to $1,000.

7. **Driving while intoxicated:** O.R.C. 4511.19 prohibits any person from driving a motor vehicle while under the influence of alcohol or drugs. Penalty for violation: A violation of O.R.C. Section 4511.19 is a misdemeanor of the first degree, the maximum penalty for which is a jail term of up to six months and a fine up to $1,000. The court may also impose additional fines, community rehabilitation, or intervention programs, and suspend or revoke the offender's driver's license. Additional penalties exist for repeat offenders of O.R.C. 4511.19.

8. **Selling or distributing illicit drugs:** O.R.C. 2925.03 prohibits any person from selling or offering to sell any controlled substance, preparing, or packaging any controlled substance for sale, or distributing any controlled

substances. Penalty for violation: Anyone who violates this statute is guilty of drug trafficking. Violation of this statute is a felony, the level of which depends on the specific criteria set forth in O.R.C. 2925.03(C), including type and weight of drug. The minimum penalty for a fifth degree felony can include six to 12 months in jail and/or a fine up to $2,500. The maximum penalty for a first degree felony can include imprisonment up to 10 years and a fine up to $20,000.

9. **Possessing or using illicit drugs:** O.R.C. 2925.11 prohibits any person from knowingly obtaining, possessing, or using a controlled substance. Penalty for violation: Violation of O.R.C. 2925.11 is drug abuse, which may be a misdemeanor or a felony depending on the specific criteria set forth in O.R.C. 2925.11(C), including type and weight of drug. The minimum penalty, a fourth degree misdemeanor, is punishable by imprisonment of up to 30 days and a fine up to $250. The maximum penalty, a first degree felony, is punishable by up to 10 years in prison and a fine up to $20,000.

10. A complete list of Ohio drug prohibitions can be found in Chapter 2925 of the Ohio Revised Code.

Federal Drug Laws

1. Federal law prohibits the trafficking and illegal possession of controlled substances as outlined in 21 United States Code, Sections 841 and 844.

2. Depending on the amount possessed, first offense maximum penalties for trafficking marijuana range from five years' imprisonment with a $250,000 fine to imprisonment for life with a $10 million fine for an individual, and from five years imprisonment with a $1 million fine to imprisonment for life with a $50 million fine if not an individual. Also depending on the amount possessed, first offense maximum penalties for trafficking Class I and Class II controlled substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl analogue) range from five years' imprisonment with a $5 million fine to imprisonment for life with a $10 million fine for an individual, and from five years' imprisonment with a $25 million fine to imprisonment for life with a $50 million fine if not an individual. Penalties for simple possession, 21 USC §844, range from at most one year's imprisonment or at least a $1,000, fine or both; to at most 3 years' imprisonment and a fine of at least a $5,000.

3. For the most current and complete information regarding Federal penalties for drug trafficking, visit the U.S. Drug Enforcement Administration Federal Trafficking Penalties.

<u>Assistance, Treatment and Community Resources</u>

MVNU Student Resources

- Counseling and Wellness: Counselingcenter@mvnu.edu; 740-397-9000, Ext. 4610

Community Resources

- Riverside Recovery Services: https://www.riversiderecovery.rehab/; 740-326-9255
- Alcoholics Anonymous: 740-393-2439
- The Freedom Center: https://freedomctr.net/; 740-397-2660
- Knox Recovery: https://knoxrecovery.com/; 740-326-9099
- New Vision at Knox Community Hospital: https://specialcarecorp.com/locations/mount-vernon-ohio/; 740-212-1887

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 Development 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 student 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 oneself. 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 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, Spiritual Life, and Student Development.

International Student Airport Transportation

MVNU is not responsible for student transportation to or from campus. However, in alignment with our commitment to student care and safety, we provide structured airport transportation on designated move-in days to assist international students in their transition to campus. This service operates within university transportation guidelines to support students in their arrival process.

Arrival Guidelines

- Students must arrive only on approved move-in days as designated by MVNU.
- Approved arrival dates may include the day before the official student move-in day to accommodate international travel logistics.

Transportation Services

- Airport transportation is provided by the MVNU Motor Pool with approved

MVNU-insured drivers operating a university-owned vehicle.
- Scheduled pick-up times will be established in advance.
- Students who arrive outside of the designated pick-up times can:
- Wait at the airport for the next scheduled MVNU pickup.
- Arrange their own transportation to campus using personal resources.

Alternative Transportation Options
- MVNU can provide contact information for known transportation vendors.
- MVNU does not make official recommendations regarding third-party transportation providers.
- Students are responsible for any costs associated with private transportation options.

Procedures for Airport Pick-Up

1. **Pre-Arrival Coordination**
- Students must confirm their arrival time and complete flight itinerary with MVNU at least 72 hours prior to arrival. This information is essential to coordinate airport pick-up and ensure a smooth transition to campus. If flight details are not submitted at least 72 hours in advance, the university cannot guarantee airport pick-up services, and students may need to arrange alternative transportation.
- The university will communicate available pick-up slots and provide guidance on transportation logistics.

2. **Airport Pick-Up**
- Approved MVNU-insured drivers, operating a university-owned vehicle, will be dispatched according to the scheduled times.
- Students should meet the university driver at the designated pick-up location at the airport.

3. **Missed Pick-Ups & Alternatives**
- If a student misses the scheduled pick-up time, they can wait for the next available transport or arrange their own transportation.
- MVNU will provide general contact details for known local transportation options but does not facilitate private arrangements.

Responsibility & Contact Information
For assistance or questions regarding airport transportation, students should contact the Intercultural Life Office in advance of their arrival. Assistant Director for Intercultural Life and Administration: 740-392-6868 ext. 4600

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.

Posters on Campus

All posters protocol:

- All posters must be approved and stamped by the Student Development Office before hanging around campus.
- Posters may be hung on designated tension wire, poster strips, or bulletin boards. Posters are not to be placed on doors, windows, walls, pillars, or elevators.
- It is the sponsoring group's responsibility to remove posters after completion of the event.
- Posters that do not follow these guidelines will be removed.
- Posters may be removed or relocated at the discretion of some University employees (i.e., Student Development, Facilities, Admin. Assistants, Cabinet)
- Roll blue tape on back of poster, not stuck across front.

Off campus organizations without an established partnership with the University and in accordance with MVNU policies, procedures, mission, and vision:

- All posters must be approved and stamped by the Student Development Office before hanging.
- 1 poster can be hung on the community event/notice board on the first floor of Hyson Campus Center.
- May not use MVNU logos, letterheads, or claim affiliation.
- May not utilize University funding for printing resources.
- In terms of advertising non-events or events surrounding political events or issues, the poster must include a disclaimer that states the opinions therein do not reflect the Institution.

*Any exceptions to this policy will require approval from the Student Development Office.

Promotion for Business

<u>Promotion for Business by Off Campus Groups/Individuals</u>

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 Development 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 Development.

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 Development 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 Development 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 Development.

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 Withdrawal
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 Academic or Community Life
Disruption of the normal pattern of university 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 Development 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 assignments may change from time to time at the discretion of Student Development personnel. The right to inspect rooms by the Student Development 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 ensure 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 services) 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.

Suicide Risk Mitigation Policy for Students Requiring Medication

Purpose: This policy aims to provide guidelines and support for MVNU students who are at risk of suicide and have voluntarily turned in their medication to staff for safety reasons. It establishes a framework for ensuring these students receive the necessary medications while maintaining a safe and supportive environment.
In the event of an immediate concern of self-harm or suicide, students are encouraged to prioritize their safety and well-being. The university recognizes the importance of providing support during such critical moments. Therefore, the following protocol is established:

Procedure:

1. **Immediate Surrender:**
   a. In cases of emergency or immediate concern for self-harm or suicide, students may voluntarily surrender their medications and any implements that may be used for self-harm to a resident director or Student Development director.
2. **Secure Overnight Storage:**
   a. Surrendered medications and implements will be securely stored by the university for the duration of one night in a designated and confidential location.
   b. Access to these items will be restricted to authorized personnel responsible for the safety and well-being of the student.
3. **Safe Medication Handling:**
   a. The university acknowledges that it will not store medications on behalf of the student for longer than one day.
   b. Students will be responsible for the safekeeping of their medications, and

any adjustments to this arrangement will be made in consultation with mental health professionals.

4. **Medication Administration:**
   a. Students are responsible for self-administering their medications as per the prescribed dosage and schedule.
   b. The student will be required to provide proof of adherence to their medication plan through regular check-ins with healthcare professionals.
5. **Safety Assessment:**
   a. If a student is unable to regulate their own medication safely, mental health professionals will assess the situation to determine if the student can remain on campus safely.
   b. If it is deemed unsafe for the student to remain on campus, the student will be advised to move home until they are capable of managing their medication safely.
6. **Communication:**
   a. Regular communication between mental health professionals, healthcare providers, and students is crucial for the student's well-being.
   b. Updates on the student's progress and any adjustments to the treatment plan will be shared among relevant parties.
7. **Crisis Intervention Plan:**
   a. A crisis intervention plan will be developed, outlining steps to be taken in case of an emergency or escalation of suicidal thoughts. This plan will be developed with the student's CARE Team.
   b. Crisis intervention training will be provided to staff members involved in the student's care.
8. **Student Involvement:**
   a. Students will actively participate in their treatment plan, attending regular counseling sessions and mental health check-ins.
   b. The university will encourage an open dialogue with the student to address concerns and make necessary adjustments to the treatment plan.
9. **Privacy and Confidentiality:**
   a. Strict confidentiality measures will be maintained regarding the student's mental health status and treatment plan.
   b. Information sharing will adhere to applicable privacy laws and regulations.

Review and Revision: This policy will be regularly reviewed to ensure its effectiveness and relevance. Adjustments will be made as necessary based on best practices and evolving mental health standards.
By implementing this policy, the university aims to provide a supportive and secure environment for students struggling with suicidal thoughts while ensuring that the safety of the student and the campus community remains a top priority.

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 Development. 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 Center for Student Success 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

The purpose of the Involuntary Withdrawal Policy is to outline the criteria and procedures for: the University to pursue an involuntary withdrawal for students who

- engage in, or threaten to engage in, behavior that creates a direct threat to the safety or health of individuals or the community as a whole, or
- engage, in or threaten to engage, in behavior that significantly disrupts the programs, services, or activities of the University, where the threat or disruption cannot be mitigated through the provision of a reasonable accommodation.

If an incident 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 Development, 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 Development (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.

Involuntary Withdrawal Process

1. The Vice President of Student Development, or designee, in consultation with the CARE Team, will collect all available information obtained from incident reports, conversations with students, faculty, staff, appropriate medical professionals, and others deemed necessary to assess if an involuntary withdrawal is appropriate. The purpose of the assessment is to determine the level of risk the student poses to health and safety and/or University operations and to inform decisions about the student's future participation in the University's programs. This individualized assessment will be based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence to ascertain: the nature, duration, and severity of the risk; and whether reasonable modifications of policies, practices, or procedures or, where applicable.
2. The Vice President for Student Development, or designee, will provide the student an opportunity to meet. The student may provide relevant

documents or other information, including any evaluation conducted by the student's own treating health professional. The student may provide information about remedial efforts to address problematic behavior and the student's plan to mitigate any ongoing risk of harm. At this meeting, the Vice President of Student Development will seek the cooperation of the student, including discussion of possible measures to reduce the risk of harm or a voluntary medical withdrawal/leave of absence.

3. The CARE Team will review collected information and evidence presented by the student and others. The Team will engage in a determination on a case-by-case basis. The Team will consider the nature, duration and severity of the risk and the likelihood, imminence, and nature of the future harmful conduct, either to individuals or the University community.
4. The CARE Team will render a written decision within 3 days. When possible the CARE Team will meet with the student in person to review the decision. Should the decision be to withdraw the student involuntarily, appropriate conditions for return will be contained within the withdrawal letter and the meeting.
5. The decision of the CARE Team is final.

Student CARE Team

The Student CARE (Campus Assessment, Response and Evaluation) Team will be created to identify, assess, and monitor a student displaying levels of distress, disruption, or behavioral dysfunction that might warrant timely intervention.
The student's CARE Team will include staff from the Office of Student Development as well as Counseling Services and may include but not limited to representatives from other campus departments such as Student Health Services, Spiritual Life, Student Success, and Academic Affairs.

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 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.

Student Development Re-entry Process
Students seeking to resume their studies following an emergency, crisis, hospitalization, unexplained absence, withdrawal, or other incident related to mental health and/or medical reasons must undergo the re-entry process before returning to classes or University housing. The Re-Entry process is in addition to the university readmission process.

* See Health/Medical Re-Entry Policy for full details

University Re-Admission Procedures

A student who has withdrawn from the University, who has not attended for a full semester, or whose enrollment at MVNU has been interrupted during a semester must be accepted for readmission before being allowed to register. The readmission process can be found in the MVNU Academic Catalog
https://mvnu.edu/academics/on-campus/undergraduate/academic-catalog/

Involuntary Leave of Absence

Due to timing and other considerations (i.e. end of the semester) an involuntary leave of absence may be appropriate ranging from a single day to a semester.

Involuntary Leave of Absence 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 unless granted permission from the office of Student Development or Academic Affairs.
Special Notes

1. Copies of the decisions made regarding leave of absence and involuntary withdrawal will be maintained in the student's files on campus. Original documentation from the student's medical records and outside evaluators will be maintained in a confidential file in either the Counseling Center or the Health Center.
2. Actions taken under this policy do not alleviate the student's obligation to comply with other University policies or the sanctions to which the student may be subject for violation of any such policies. Pending or related student conduct or academic proceedings may continue even when a student is subject to an intervention or withdrawal under this policy.
3. All information provided to the University pursuant to this policy will be handled in a manner within appropriate privacy parameters and disclosed only in accordance with state and federal law. 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.

HEALTH/MEDICAL RE-ENTRY POLICY
Students seeking to resume their studies following an emergency, crisis, hospitalization, unexplained absence, withdrawal, or other incident related to health and/or medical reasons must undergo the re-entry process before returning to classes or University housing.

The Health and Medical-Related Re-Entry Process aims to:

1. Ensure that students are fully prepared in all aspects to re-enter classes and/or housing following an emergency, crisis, hospitalization, unexplained absence, leave-of-absence, or withdrawal.
2. Facilitate seamless coordination among various departments and offices involved in the re-entry process.
3. Provide students with a transparent set of expectations and requirements for the re-entry process.
4. Ensure that Mount Vernon Nazarene University is well-prepared to offer reasonable comprehensive support to students as they reintegrate into academic and housing environments.

Student Development Re-entry Process

1. Prior to return to campus a student who has been hospitalized, experienced significant trauma, or medical incident must meet with a member of the CARE Team. In this meeting the CARE Team member will explain the Re-Entry process, have student sign a Release for CARE Team to communicate with medical providers, verify that the student has clearance to return from all relevant medical providers and may require a release to all pertinent CARE Team members to communicate with the student's family. Students are required to provide documentation from providers that permits the student to return to the campus environment.
2. Prior to full re-entry to the University, a student who has been hospitalized, experienced significant trauma, or medical incident must meet with a Student CARE Team arranged by the Vice President of Student Development or designee. This CARE Team meeting should occur within 24 hours of return to campus unless circumstances require a more immediate meeting, or it is unreasonable to assemble the CARE Team within the 24-hour timeframe.
3. The Vice President of Student Development, or designee, in consultation with the CARE Team, will collect all available information obtained from incident reports, conversations with students, faculty, staff, and others, as well as the expert opinions of appropriate medical professionals. The purpose of the assessment is to determine the level of risk the student poses to health and safety and/or University operations and to inform decisions about the student's future participation in the University's programs. This individualized assessment will be based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury or significant harm will actually occur; and whether reasonable modifications of policies, practices, or procedures or, where applicable, the provision of auxiliary aids and services, will sufficiently mitigate the risk.
4. The Vice President for Student Development or designee, with input from the Student CARE Team, will review the student's plan to determine on an individualized, case-by-case basis whether the student's re-entry at that time shall be granted or denied by taking into consideration all the relevant factors and information presented. The Vice President for Student Development, or

designee, will issue a decision, within 24 hours regarding full re-entry. If the student's request is denied, the Vice President's decision will detail when and if the University will consider a subsequent request for readmission. If the student is granted re-entry, the Vice President's decision will include any conditions for continued attendance.

5. A plan will be established with the CARE Team demonstrating that the student (1) can participate in the University's programs without posing a danger to individuals, the community or causing a substantial disruption, (2) the student meets all relevant academic requirements for re-entry, and (3) the student has met any requirements for re-entry imposed by the CARE Team. If the student will reside in the residence halls, the plan must also state how the student will transition back into residential life in the MVNU community.

Appeal Process

The following are general guidelines for all appeals of Re-entry decisions:

1. An appeal of Re-entry decision 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 rationale.
3. An appeal must address one or more of the following:
   - Procedural irregularity that affected the outcome of the matter;
   - New evidence that was not reasonably available at the time of the determination that could affect the outcome of the matter;
   - A member of the CARE Team had a conflict of interest or bias for or against the involved student that affected the outcome of the matter
4. A Re-entry Appeals Committee will review a student appeal of action to assure that relevant policies and procedures were followed and that the goals of the University were represented in light of the evidence that was presented. The Re-entry Appeals Committee will be comprised of a Nursing faculty member, a Counseling Services counselor, and the Vice President for Academic Life.
5. The Re-entry Appeals Committee shall issue a written decision regarding an appeal to the student within three academic/working days of the student filing appeal. The Re-entry Appeals Committee decision shall be final.

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. Additionally, attendance at settings where alcohol may naturally be present or served—such as weddings, restaurants, family gatherings, or special occasions—is an exception to the "in the presence of" policy, provided the student does not consume, purchase, possess, or distribute 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.

MVNU has a responsibility to care for students when alcohol use is suspected. If a student is asked to participate in a breath alcohol test to assess their safety, they are expected to cooperate with the staff member and Campus Safety. Refusal is considered Failure to Comply (see page 93). If a student refuses, local law enforcement may be contacted to help determine whether medical attention is needed.
Students found responsible for violating MVNU's drug or alcohol expectations are required to complete a drug and alcohol assessment with the Counseling Department at the student's expense. The assessment is intended to better understand the student's relationship with the substance and identify appropriate support moving forward. Assessment results remain confidential; Residence Life is notified only of completion.

Assault

(3-6 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)
  (3-6 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 Spiritual Life 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.

- Disruptive behavior includes language or conduct that degrades others or minimizes serious personal struggles, including mental health, self-harm, or suicidal thoughts. Jokes, comments, or behaviors that trivialize these

experiences are inconsistent with our commitment to care for one another and will not be tolerated.

- 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

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
- Refusal to comply with a requested breath alcohol test or other authorized screening.

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.

Students found responsible for violating MVNU's drug expectations are required to complete a drug and alcohol assessment with the Counseling Department at the student's expense. The assessment is intended to better understand the student's relationship with the substance and identify appropriate support moving forward. Assessment results remain confidential; Residence Life is notified only of completion. See the Alcohol section for additional information regarding safety assessments and Failure to Comply (page 93).

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.

Entertainment Violations

(1-3 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
(1-2 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, raffles, purchasing lottery/scratch off tickets and other similar products, and the exchange of money, betting, or wagering on games of chance with money or valuable possessions such as poker.

Harassment
*(3-6 steps)*Subjecting another person or group to abusive, threatening, intimidating, or harassing actions 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 Development office: 740-392-6868 ext. 4600, 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 Development 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 Development 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 Development.

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 on the Basis of Sex
  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 Development 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.

Overnight Guests
(2 steps)
No guest or off-campus visitor may stay overnight in the residence living areas for more than three nights in a given semester without the approval of the Resident Director. All visitors must be registered with the Resident Director. Childcare or babysitting is not permitted in any campus area, and people under the age of 15 are not permitted as overnight guests.

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 personal, personal of others, and university 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)
- After 3 curfew violations, students will be subject to steps. Students should communicate with their RD for emergency situations that result in a late return to housing. (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)
- Violation of Visitation Hours: closed door, no lights, (1 step)
- Improper use of diffusers (1 step)
- 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 or unwelcomed presence at the residence living area window of the opposite sex (2 steps)

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.

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, 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 (except for foam 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)
- Failure to follow all residence hall safety regulations (2-3 steps, depending on severity)
- 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 (1-3 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
These claims are arbitrated through MVNU's Title VII and Title IX processes as overseen by the Director of the Office of Civil Rights. www.mvnu.edu/titleix
Sexual Misconduct

- Cohabitation

(1-2 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, laying down together, 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
  These claims are arbitrated through MVNU's Title VII and Title IX processes as overseen by the Director of the Office of Civil Rights.
  www.mvnu.edu/titleix

- Non-Consensual Sexual Intercourse/Sexual Assault
  These claims are arbitrated through MVNU's Title VII and Title IX processes as overseen by the Director of the Office of Civil Rights.
  www.mvnu.edu/titleix

  Civil Rights Director/TIX Coordinator/504 Coordinator
  Tavaris Taylor
  Mount Vernon Nazarene University
  800 Martinsburg Road Mount Vernon, OH 43050
  Off Campus: 740-399-8250 On Campus: 740-397-9000, ext. 4606

- 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
  (2-4 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 but are not limited to instances when doors are closed, when lights are off, laying down together 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.

MVNU, through the Office of Civil Rights, supports pregnant students, faculty, and staff so they can achieve academic and work success while pregnant, recovering from birth of a child, caring for a newborn, and nursing an infant. The Pregnancy Accommodation Policy can be found at this link:

https://mvnu.edu/content/uploads/2023/09/Pregnancy-Accommodation-Policy-3-4.26.23.pdf

More information on Pregnancy Accommodations and Related Conditions for Students and Employees can be found at https://mvnu.edu/about/offices-and-services/office-of-civil-rights/pregnancy-accommodations/

- Sexual Exploitation
  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. www.mvnu.edu/titleix

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 Campus 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, vapes, 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
(1-3 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
- Breaking and Entering
    - Breaking and entering occurs when an individual, or individuals, enters into a space that is clearly marked as off limits (including places marked as off limits after a certain time of day), is locked, or is meant to be locked and they do not have the appropriate means to access the space, such as the intended key, scanner access, or the appropriate staff member present with them. These locations include the lobby spaces, the gymnasium or workout rooms, the cafeteria, classrooms, or any other area that is meant to be off limits.

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

(2-6 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
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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 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 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 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 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 Director of Residence Life. 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 Director of Residence Life.

**Following suspension, dismissal, and through the period of expulsion, students (present and former) are not allowed on campus without the approval of the Vice President for Student Development 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 Development, Director of Campus Life, or the Director of Residence Life prior to the visit.

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).

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. T. 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. Dismissal is involuntary separation from the University without the privilege of re-application for at least one calendar year. . Students dismissed from the university 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 Development 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 Development 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 Development 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 helpful.
- The admissions committee, Director of Residence Life, or the Vice President for Student Development 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 Development 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). The student will also be required to re-apply to the University through the appropriate re-admission process before being considered for return.

Disciplinary Expulsion

The Vice President for Student Development, 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 Development 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 Development, 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 Development, 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, 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 if 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 an 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 Development 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 Development.
4. Explanation of disciplinary decision and presentation of all documentation to the Vice President for Student Development.

Final appeals for suspension, dismissal and expulsion can be made to the Judicial Appeals Committee and the Vice President for Student Development, 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 Development 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 Development.

Appeals of Suspension, Dismissal, or Expulsion

Appeals for action of suspension, dismissal or expulsion must:

1. Be submitted to the Vice President for Student Development 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 Development, 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 Development 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 Development during the disciplinary process.
7. The Judicial Appeals Committee and Vice President for Student Development shall issue a written decision regarding an appeal to the student. The Vice President for Student Development’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 life.mvnu.edu

Lakeholm Viewer

The official University student newspaper is published 2-3 times each semester but updated online throughout the year at 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, men's and women's 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://mvnu.edu/wp-content/uploads/2023/08/social-media.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 Digital Content and Social Media Strategist or Executive Director of Marketing.
- **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 Digital Content and Social Media Strategist, in consultation with the Executive Director 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://mvnu.edu/wp-content/uploads/2023/08/social-media.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 Digital Content and Social Media Strategist 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 Digital Content and Social Media Strategist 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 Digital Content and Social Media Strategist.
- **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 Development 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. 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 SGA. 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
EverBridge 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.

EverBridge and Alertus Notification Systems

Use the link below that applies to you and sign up for the two MVNU notification systems, EverBridge and Alertus. They are used to notify the campus community of weather-related emergencies, school closures, incidents on campus and other important information quickly. Students are automatically signed up for EverBridge with their phone number on file. New students will receive a QR code to sign up during NSI. 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!

Identification Cards

Campus Safety & IT Services issue student Identification Cards to new students at no cost. Replacement cards are issued for a $15.00 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 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 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 and possible disciplinary conversations.

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

Requirement:

- All students who intend to park a vehicle on MVNU's campus must register their vehicle online at mvnu.edu/autoreg after August 1 or upon bringing the vehicle to campus.
- The registration decal may be picked up in the Campus Safety office two days after submitting the registration or upon arrival to campus.
- The decal must be displayed on the passenger side windshield with the decal number and valid dates in plain view.
- All motor vehicles must be registered no later than the third day of classes at the beginning of the academic year. Vehicles brought after the academic year begins must be registered within three working days.
- Campus Safety is responsible for issuing registration decals and for collecting the parking permit fee.
- Failure to obtain a registration decal may result in parking violations and/or towing or vehicle immobilization "booting" the vehicle at the owner's expense.
- A parking registration fee of $50 per semester will be charged to students who park vehicles on campus.
- The fee will be billed to student accounts at the start of the semester.
- Parking registration fees are refundable only through the first 10 business days of the semester for fall and spring semesters.

By registering their vehicle and purchasing a parking permit, students acknowledge and agree to abide by MVNU's parking regulations.

Change in Registration

Any change in vehicle or licensing should be updated by emailing 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

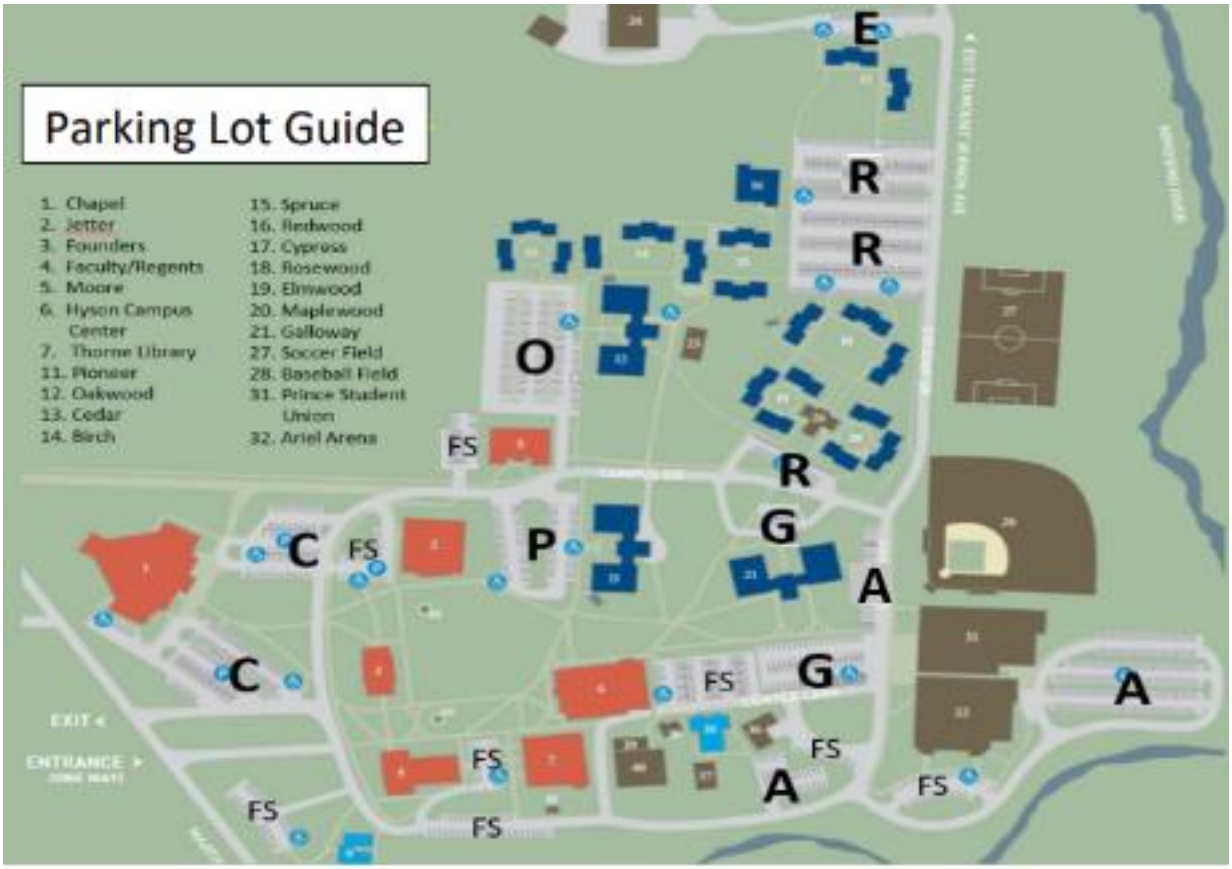
Alcohol, tobacco products, e-cigarettes/vapors, illegal drugs, or drug paraphernalia are not permitted on campus or in student vehicles. Student vehicles are subject to search by Campus Safety officers investigating alcohol, drugs, e-cigarettes/vapors, fireworks, weapon, or pornographic materials violations.

Student Parking

Student Parking Assignments

Mount Vernon Nazarene University is considered a walking campus. Residential students must park in their designated primary lot as assigned according to residence area as outlined in the chart below. Students may park in their designated backup lot only if primary lot is full. Parking in the Grove, Hyson Campus Center, LLRC, Jennie K. Moore, and Jetter School of Business lots is 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	Blue	C	A
Commuter Students	Blue	C	A
Cypress Residents	Gray	E	A
Redwood Residents	Red	R	A
Spruce Residents	Red	R	A
Galloway Residents	Orange	G	A
Birch Residents	Red	R	A
Cedar Residents	Brown	O	R, A
Oakwood Residents	Brown	O	R, A
Pioneer Residents	Green	P	G, O, 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 a small fee associated with this each semester.
- ***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 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

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