



Handbook for Community Life

and

Handbook for Residential Living

2014-15

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HANDBOOK FOR COMMUNITY LIFE

LETTER FROM VP FOR STUDENT DEVELOPMENT

Greetings, Asbury Students!

Welcome home! I hope that you have found—or will find—Asbury University to be a home for you. During my undergraduate years, Asbury was my home. Not only was it the place where I slept, ate and studied, Asbury was my spiritual grounding. Through my Asbury experience, I grew in my identity as a child of God and developed in my understanding of who God has created me to be. I also experienced friendship and mentorship at Asbury that has blessed me greatly throughout my life. My vision for you is that you will experience the love of God in the context of a grace-filled, authentic community that encourages you to follow Jesus with your whole heart and being.

This year is significant to your life journey. In the following weeks and months, you will be climbing a mountain of academic preparation, spiritual challenge and emotional development. You will have choices to make every day that really count as you climb this mountain. Choose to embrace the good and the hard that will come your way and see how God will use these experiences to shape and refine you. Believe that this year is not “just another year.” It’s a year that will become part of your story of how you understand yourself and God. Be “all in” this year. Be available to God. Push yourself to be present academically. Dive into scripture. Be vulnerable and authentic with your friends. Invite mentorship. Seek out physical challenge. Work hard. Breathe deeply of the real community that you will find here.

As your Student Development team, we are committed to climbing this mountain with you. We are dedicating this next year of our lives to walking with you, holding you accountable, mentoring, shaping, encouraging and dreaming with you. We are willing to have hard conversations and to encourage you to become who you were created to be. We are a resource for you, and no matter what—we are on your side.

This *Handbook for Community Life* is a guide for us to enter into and contribute to life at Asbury. We want to be a community that is a reflection of God’s love, grace and holiness. We need each other to do that. Let’s do life *together* this year! Climb well! We are with you on your journey.

On behalf of the Student Development team—



Dr. Sarah Thomas Baldwin
Vice President for Student Development
Fletcher-Early 102, ext. 2116



ASBURY UNIVERSITY MISSION STATEMENT

The mission of Asbury University, as a Christian Liberal Arts University in the Wesleyan-Holiness tradition, is to equip men and women, through a commitment to academic excellence and spiritual vitality, for a lifetime of learning, leadership and service to the professions, society, the family and the Church, thereby preparing them to engage their cultures and advance the cause of Christ around the world.

COMMUNITY LIFE STATEMENT

A community by definition is a group of people living together who share a common way of life which is expressed in shared beliefs, goals, values, purpose, responsibilities and communication. Inherent in this common way of life is a set of principles and derived customs which characterize the distinctiveness of such a community. These time-established customs become the traditions with which members of the community identify. Asbury University is a community of learners in the American Christian liberal arts tradition. Founded in 1890 upon the Wesleyan-Holiness tradition, Asbury University established its mission to prepare students educationally to impact their world for Jesus Christ. This mission is demonstrated in the institutional motto: "Eruditio et Religio"; that is, "Learning and Religion." This heritage of academic excellence and spiritual vitality has been the hallmark of the University's greatness for more than a century, and this commitment continues today.

From its beginning, Asbury University has been distinctive in the culture of its day, not for the sake of being different, but because the University possesses a different world view. Integration of academic excellence and spiritual vitality requires training which is clearly different from the larger world's perspective. During the course of our history, the community has established guidelines, which are examined and cautiously revised in order to maintain its heritage and mission in an ever-changing world. While these guidelines may be examined and altered, it is absolutely essential that we remain totally committed to the Asbury University heritage of Christian faith and grace and to the concept of a dynamic Christian community.

A distinguishing mark of a Christian community is that its members commit to a set of basic principles which are considered essential to maintain the spirit and health of the community. At Asbury University, the basic tenet of our community is found in Jesus' two great commandments in Matthew 22:37-40:

"You shall love the Lord your God with all your heart, and with all your soul, and with all your mind... And... you shall love your neighbor as yourself."

Thus, members of the Asbury University community seek to love God and practice self-sacrificial love in relationship to others. Such disciplined community living is essential preparation for servant-leaders who will give their lives to fulfill a cause greater than themselves.

Rights and Responsibilities in the Asbury University Community

Membership in the Asbury University community entitles one to certain rights but also obligates one to accept responsibilities which accompany such privileges. Generally, the rights and responsibilities of students are published in the *Bulletin*, the *Handbook for Community Life*, the *Handbook for Residential Living*, and other documents distributed by specific offices such as Financial Aid. The University encourages students to familiarize themselves with the basic information provided in these documents as they provide the guidelines for the relationship which exists between the student and the University.

Foundational Principles of Community Life

The concept of community at Asbury University is built on ten foundational principles that we believe are essential not only during your years at Asbury, but throughout the rest of life. These may not be the only principles upon which a community can be founded, but we have found them to be effective in promoting a unique partnership of faith, living and learning.

These principles are important to all we do at the University whether you are a student, administrator, faculty or staff. We have found that "fit" within the community is critical to a student's development, and appreciating and being committed to what these principles represent is essential. We enthusiastically welcome students who may struggle with one or more of the principles, but being willing to support and uphold what the community stands for is imperative. The following ten **foundational principles** govern our community:

- **Asbury University is committed to following Biblical mandates for living.** The Bible is our ultimate authority, providing the essential teachings and principles for personal and community living. By following Biblical mandates regarding lifestyle decisions, an individual may discover a life of holiness in relation to God and others.
- **Asbury University promotes a radical commitment to Jesus Christ as both Savior and Lord.** We believe that Jesus Christ desires a personal relationship with every individual and invites us to die to selfish ambitions that we might live for Him through the power of the Holy Spirit. This personal relationship is fostered by individuals who open themselves to God by practicing various spiritual disciplines such as prayer, Bible study, fasting, discipleship, accountability, fellowship with believers, witnessing to God's grace in their lives, and individual and corporate worship. This radical, but directed, abandon leads to an extraordinary life which brings glory and delight to Jesus Christ and grace as well as the fruit of God's Spirit to the believer.
- **Asbury University encourages a balanced lifestyle.** God has created us as multifaceted individuals. Our community seeks to influence the whole person by advocating a life which exemplifies a healthy approach to the spiritual, rational, social, emotional and physical aspects of the human existence.
- **Asbury University is committed to a lifestyle characterized by integrity.** In contrast to a world often characterized by selfish compromise, the University community is characterized by honesty, faithfulness, loyalty and mutual respect. Integrity is both knowing the right thing to do and doing it regardless of the circumstances, which builds character and moral excellence.
- **Asbury University is a learning community.** Academic endeavors are critical components of a larger educational preparation of the whole person. As a learner, pursuing both knowledge and the application of knowledge are important. Complementary to the classroom learning, Asbury University promotes learning which occurs outside of the classroom as a byproduct of living in community with other learners.
- **Asbury University is a respectful and inclusive community.** The transforming work of God in the lives of individuals is reflected not only in respect for proper authority, but also for oneself and others and the property of others. Asbury University seeks to foster respect, acceptance and support for differences of gender, race, color, national origin, age, mental and physical ability, expressions of the historic Christian faith and ethnic culture.
- **Asbury University is a redemptive community.** The community promotes a right relationship with God, with one another and with the institution itself. Redemption requires us to move beyond love as a theory and to put it into practice through forgiveness, reconciliation, restitution and restoration. Thus, the goal of redemption is to move toward maturity in Jesus Christ.
- **Asbury University is a disciplined community.** Healthy and holy living requires self-control which is evidenced in learning to limit our own freedom for the good of ourselves and the community. Our community encourages its members not only to discipline themselves but also to be accountable to God and others for their actions. The practice of disciplined living is a lifetime skill which is not always convenient but is always healthy when practiced with a sense of balance.
- **Asbury University is a servicing community.** The idea of being "saved to serve" permeates this community because Asbury University's mission is to develop servant-leaders who will make significant contributions to society. It is important to help others and make meaningful contributions to improving the world in which we live, including the challenge of society's bigger problems.
- **Asbury University is a celebrating community.** One sign of a healthy community is the sense of celebration involved in its history and traditions. Asbury University has maintained a focus on its mission for over 120 years and continues to celebrate its heritage as a provider of Christian liberal arts education in the Wesleyan-Holiness tradition. Academic and spiritual programs, class identity, athletics and student organizations are all worthy of celebration.

Functions of Community

A community cannot exist unless members demonstrate a concern for one another, which results in a maturing of both the individual and the community as a whole. Asbury University promotes a community which is characterized by **three interdependent functions: Caring, Cooperating, and Correcting.**

Caring: As we follow in the steps of Jesus Christ and His teachings, we will demonstrate a love for those around us which is evident in our caring, "carrying" and comforting of one another. Practically speaking, our concern for others will go beyond the obvious spiritual and physical realms into the emotional, mental and social realms. This

concern for the development of the whole person emphasizes our commitment to develop whole people who are wholly prepared to be wholly used of God.

Cooperating: Any effective organization is distinguished by the way in which its component parts work together to achieve the ultimate mission. Asbury's mission is to provide students with the opportunity to learn in a Christian, liberal arts environment and to prepare them to make a significant contribution in their world for Jesus Christ. A team approach where there is a collegial and collaborative effort between administration, faculty, students and staff results in a cooperating community where the whole is greater than and more important than any of its component parts.

Correcting: The heritage of the University has always held high expectations for its members and expected them to maintain both their own character and the University's character. Our love for one another motivates us to encourage and, when appropriate, correct each other as we strive together to achieve God's purpose for our lives. Redemptive correction brings one to repentance, forgiveness, accountability and growth.

LIFESTYLE STANDARDS OF THE ASBURY UNIVERSITY COMMUNITY

The expectations of a disciplined lifestyle are worthy but should not be confused with the means of salvation which comes through a personal relationship with Jesus Christ. The standards espoused in this handbook reflect the combination of Biblical imperatives, traditions and commitments that can prepare one for a "lifestyle for a lifetime."

The four categories of "**Morality, Honor, Propriety and Civic**" are not exhaustive and may often seem to overlap. Each area, however, represents a set of values which are important for the continuance of Asbury University's heritage and fulfillment of her mission.

Students are expected to honor the lifestyle standards of the University even while **off campus** and between school terms while continually enrolled. Members of the community are expected to conduct themselves in a manner which reflects the values of Asbury's traditions.

Morality

Issues of morality at Asbury University are seen as those which can be delineated as right, virtuous and just and are based on Biblical mandates. Discernment in these moral issues is important in our development as individual believers, and violations in this category often result in greater disciplinary consequences. Offenses of **sexual immorality, abortion and drunkenness (alcohol or drug induced)** are **almost certain to result in immediate dismissal** from the University.

- **Christ-Like Attributes Encouraged: Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control** are Christ-like attributes that can be demonstrated through the power of the Holy Spirit. (Galatians 5:22-23 declares these as demonstrations of the fruit of the Spirit in our lives, and we should encourage one another to practice these in our relationships.)
- **Sinful Attitudes Discouraged: Hatred, discord, jealousy, uncontrolled anger, greed, quarreling and envy** are condemned in Galatians 5:19-21, hinder our relationship with others and are not acceptable Asbury community attitudes.
- **Idolatry and Occult Practices:** Also condemned in Galatians 5 and should not be practiced.
- **Human Sexuality:** The University affirms the Biblical view of human sexuality as being expressed fully in the context of a marriage between a man and a woman.
- **Sexual Immorality (including adultery, homosexual behavior and premarital sexual intimacy):** These behaviors are expressly prohibited in Scripture. Offenses in this area could result in immediate dismissal from the University.
- **Pornography:** The use of pornography in any form is demeaning and damaging to individuals and is therefore prohibited. The University feels that its use is inconsistent with Biblical principles.
- **Immodesty of Dress:** Scripture is clear that immodesty of dress is to be avoided. The University supports this admonition and reserves the right to determine for this community what that may include. (See also Propriety section.)

- **Speech: Lying, dishonesty, gossip, slander, profanity and vulgarity** (including crude language) are expressly prohibited in Scripture. Such speech is not helpful for building others up and should be avoided.
- **Theft (including plagiarism):** Expressly prohibited in Scripture and not acceptable behavior.
- **Gambling:** Scripture is clear in principles regarding the use of money, and gambling activities are inconsistent with those principles.
- **Abortion:** Though not explicitly mentioned in Scripture, abortion violates Biblical principles regarding the sanctity of life and should never be encouraged or condoned. Getting an elective abortion to terminate an unwanted pregnancy will lead to almost certain dismissal from the University.
- **Alcohol: Drunkenness** is explicitly addressed in Scripture as immoral and will likely lead to dismissal. In addition, the use of any alcohol can be damaging to the individual and community (see also Honor section) and is therefore prohibited.
- **Local, State, Federal Laws / Submission to Authority:** Romans 13:1 is clear that we should subject ourselves to the authority of the government. Asbury University community members are expected to uphold all local, state and federal laws. Arrest on or off campus is subject to review within the University's disciplinary procedures.
- **Civil Disobedience:** On rare occasions civil laws might require behavior that is contrary to God's law as found in Scripture. In such cases, each individual would submit voluntarily to the civil penalty for his or her behavior, and said behavior would be reviewed within the University's disciplinary procedures.

Honor

In addition to Biblical expectations as mentioned in the Morality section, members of the Asbury University community voluntarily commit to abide by community standards that are intended to promote the well-being of both the individual and the University community. These standards are not intended to be seen as absolutes or an index of Christian spirituality, but as standards which uphold the long-standing established character of the Asbury University culture. Members are expected to contribute to the growth and maturity of others and should discipline their own actions by adhering to the principle of consideration of others before themselves.

- **Sunday / Sabbath:** Each member is expected to keep the Lord's Day (Sunday) distinctive as a day set apart primarily for worship, fellowship, ministry, recreation and rest. Due to the unique nature of this day, the campus will not be open for "business as usual" but will only provide services and programs which are deemed absolutely necessary. The University will not sponsor academic activities or athletic competition on Sunday.
- **Worship:** Fellowship and instruction are essential to the growth of the Christian. **Chapel** is held weekly MWF at 10 a.m. and is generally required for all students. It should not be a substitute for involvement in the local church. Members of the community are expected to attend **weekly church services** and are encouraged to attend class and campus prayer meetings.
- **Tobacco, Alcohol, Drugs:** Use of certain substances can be both physically and psychologically damaging to the individual and community. Consequently, members are to refrain from the use of tobacco in any form, alcoholic beverages (including "nonalcoholic beer" and similar products) and illegal drugs. The preceding substances are not to be used, possessed or distributed on or away from campus. Prescription drugs should be used in accordance with the physician's directions.

Violations in the area of alcohol or drug use will result in almost certain dismissal from the University for a period of time. As recommended by the Higher Education Reauthorization Act, the parents of students under the age of 21 will be contacted for any violation regarding alcohol or illegal drugs.

- **Social Dancing:** The University acknowledges that Scripture does not address the issue of social dancing directly, and committed Christians may differ widely in their attitudes toward dancing. In its desire to maintain a distinctively Christian environment that promotes physical, emotional and spiritual well-being, Asbury University does not permit social dancing on or away from campus, nor does it allow any University-sponsored group to sponsor dances anywhere else (note exception below).*

Many forms of contemporary dance are associated with unwholesome behavior. However, Asbury University also recognizes that some forms of social dancing may not exhibit or lead to unwholesome behavior. As an exception, therefore, students are allowed to dance socially in a manner that honors Christ at off-campus celebratory occasions such as weddings, military balls, graduation exercises, church and family occasions and in

*Asbury special celebratory occasions such as Jr./Sr. These Asbury celebratory occasion exceptions are limited (likely 2-3/yr.) and permitted based upon guidelines and written approval processes available in the Student Development Office.

Further, as an exception for campus-sponsored events, some forms of dancing choreography may be included in dramatic presentations, musicals and “variety” shows as approved by the faculty/staff advisor of the event.

- **Vandalism / Respect for Property:** The community fosters a respect for personal, institutional and public property and expects its members to care for the property of others with the same kind of care they would give their own. Students will be held responsible for vandalism or damage to property of others.
- **Verbal or Physical Abuse:** We respect the worth and dignity of each individual and are sensitive to the special needs of each individual. Therefore, discrimination against others on the basis of race, national origin, gender, religious beliefs or disability is not acceptable in any form. (See also non-discrimination policy in “General Policy and Procedures” section.) Verbal or physical abuse of others is not acceptable.
- **Respect for Authority / Insubordination:** Members are expected to demonstrate a responsible attitude toward authority. Consequently, insubordination to and disrespect for authority and refusal to accept the correction of those in authority is not acceptable.
- **Media-Related Entertainment:** Community members are urged to use great discretion in the media they choose to view. Visual media is defined as materials designed for viewing and includes magazines, television, movies, videos and the Internet.

Believing that Scripture teaches that purity of heart is influenced by the eyes and the mind, our principle is based on Philippians 4:8 (NAS), which states: “Finally, brethren, whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if there is anything worthy of praise, let your mind dwell on these things.” It is the responsibility of the individual, in conjunction with life within the Christ-centered community, to learn to discern what kinds of media are appropriate for followers of Jesus Christ.

In light of this principle, community members should avoid visual media which contains **sexually explicit or pornographic material, excessive profanity, excessive violence, or promotes or celebrates the demonic or occult**. Media which devalues the worth of God’s human creation should be avoided.

While external rating systems (e.g., PG, PG-13, TV-MA) are inadequate for developing discernment, they can provide a starting point. On campus, PG and PG-13 movies are generally permitted unless they violate the guidelines in the preceding paragraph. Movies which have these ratings should also be selected thoughtfully with consideration for both personal conviction and community impact.

On the Asbury University campus, an R-rated movie would rarely provide the educational or redeeming value which would warrant its viewing and therefore is prohibited. However, individuals are invited to engage in dialogue with the Resident Director about movies which might be considered exceptions to the R-rated exclusion.

Propriety

In a community, guidelines of propriety provide direction for behaviors which are considered acceptable and proper. For example, standard guidelines for etiquette are simply expected rather than being delineated in this document, but specific matters of propriety for the Asbury University campus follow. Members of the community are challenged to give up some of their own preferences for the sake of community.

These Asbury University-specific expectations reflect a community concern for modesty and courtesy. Violations in the area of propriety usually result in incident notices or warnings unless the action is repeated or part of a pattern of unacceptable behavior which requires a more stringent consequence.

- **Dress Code:** The campus dress code represents a concern for modesty, neatness, timeliness, cleanliness and appropriateness. Historically, community members have dressed according to high standards which demonstrated maturity. As fads and fashions come and go, Asbury reserves the right to determine if styles are appropriate and conform to the principles named here. For instance, although short skirts/dresses may be in fashion, most skirts/dresses that are shorter than two inches above the knee (sitting or standing) are considered immodest.

Faculty, staff and Community Life staff in charge of activities or facilities of the University have the authority to require adjustments on the part of individuals whose apparel is considered inappropriate.

Biblical principles which apply to the area of attire include a desire to glorify God in everything, responsibility to fellow believers, respect for others including a sensitivity not to offend, and personal standards appropriate to being a “new creation.”

The dress code is designed to delineate a difference between the class experience (including chapel) and the casual environment. Students in classes are expected to dress in a manner appropriate for the business of being a student and in a way that reflects a respect for the academic endeavor. Specifically:

- ◆ **Class and Chapel Attire:** Shorts, athletic wear, sports hats, torn or ragged clothing and t-shirts with messages that are in conflict with the character and values of Asbury University should not be worn.
- ◆ **Casual Attire:** Principles of modesty and neatness still should be considered for attire worn in public areas like the student center, cafeteria, library and classroom buildings when not in class. Shorts and athletic wear (excluding running shorts, swimsuits, and spandex-type shorts/tights) may be worn in public areas when not in class.
- ◆ **Sunday Noon Meal Attire:** The Sunday noon meal is also a time where class attire or nicer is appropriate. We encourage students to view the Sunday noon meal as a special time together and to dress in a way that respects that time.
- ◆ **Semi-Formal Attire:** In keeping with the principle of appropriateness and timeliness, community members are encouraged to wear more formal attire for special events such as Artist Series, Highbridge Film Festival or other special occasions. Modesty should always be considered.
- **Grooming:** Community members should refrain from extreme hairstyles. Hair should be neat and clean, and beards and mustaches should be neatly trimmed.
- **Relationships and Visitation:** Out of respect for others and propriety in relationships, members of the community are asked to be discreet and prudent in **public displays of affection**.

Discretion in visiting the rooms, homes or off-campus living quarters of the opposite sex is expected.

- ◆ **Visiting the rooms or residence halls** of the opposite sex should only be during designated visitation times and in accordance with residence life visitation policies.
- ◆ **Visiting the off-campus living quarters** of the opposite sex alone should be avoided.
- ◆ **Spending the night with a member of the opposite sex**, even without sexual contact, is considered inappropriate and could result in consequences including dismissal from the University.
- ◆ It is expected that **visiting the home** of a student of the opposite sex will be by invitation from the host family.

Civic

Members of the community are expected to contribute positively to both the local and campus community by being responsible citizens. The civic responsibilities of a community member necessitate that the member develop a respect for the community standards and the authority of those standards. In conjunction with respect, the member should develop a willingness to be corrected in love when necessary.

Violations of civic responsibilities will result in institutional responses which appropriately correspond to the severity of the infraction. Expectations include:

- **Local, State and Federal Laws:** Students should abide by all local, state, and federal laws.
- **Facilities:** Students should not enter or occupy facilities without proper authorization.
- **Keys:** Possession or duplication of keys without proper authorization is prohibited.
- **Undeveloped Properties:** Areas of campus that are undeveloped (e.g., cross country course area, reservoir) should not be entered after sunset without proper authorization.
- **Technological Property:** Computer files, I.P. addresses, e-mail, voice-mail boxes or technological property of others should not be accessed without proper authorization. (See also Information Technology Services Memorandum of Understanding in General Policies and Procedures section.)

- **Safety:** Students should not engage in activities which pose a threat to their own safety or the safety of others, or that create unsafe environments (such as open flames).
- **Fire Safety Equipment:** Misusing fire safety equipment such as fire extinguishers, smoke detectors and other safety equipment is prohibited.
- **Firearms/Weapons:** Firearms or other weapons are not permitted on campus or at University-related off-campus events without prior permission of the Vice President for Student Development. Knives with blades more than 3.5 inches are considered weapons.
- **Motor Vehicles:** All motor vehicles must be registered and display a University parking permit. Failure to register a vehicle results in a \$50 fine. Students falling below a cumulative 2.0 GPA are subject to having the privilege of operating a vehicle on campus revoked. Automobile & Parking Guidelines are distributed with the parking permit and are also available online and in the Office of Student Development.
- **Disruption to Normal Campus Functions:** Students should refrain from activities that disrupt the normal functioning of the campus.
- **Speakers:** Students should obtain permission from the appropriate vice president before bringing an outside speaker to campus.
- **Public Demonstrations:** Permission must be obtained from the Vice President for Student Development at least 24 hours prior to conducting any public demonstration.

STUDENT DISCIPLINE AND APPEALS

As noted earlier in the Community Life Statement, Asbury University is committed to a community life which is characterized by both redemption and discipline. While these concepts may seem contradictory to some, we believe they go hand in hand to achieve mature and responsible growth in individuals. The purpose of discipline in the life of a Christian is to develop a consistent walk with Jesus Christ which draws others toward a relationship with Him as well.

Restoration

The goal of the discipline process is individual redemption and the restoration of damaged relationships. The process for repairing a breach in a relationship varies from situation to situation depending on circumstances. Even in situations in which temporary separation of a student from the University is necessary, steps to restore the relationship will be established.

Discipline

Discipline in the Christian community should take several forms. First, each individual should discipline himself or herself in such a way as to be in harmony with the community. Secondly, individuals should confront one another privately in love and gentleness with a goal of restoring others to a right relationship within the community (Matthew 18:15-17; Ephesians 4:15; Galatians 6:1-2).

- **Informal Discipline:** Informal discipline is intended to produce restoration and reconciliation within the community. All members of the community should strive to nurture the community through informal discipline motivated by a heart of love.
 - ◆ **Help and/or Forgiveness:** Students are encouraged to be accountable and responsible for their actions. Students who, prior to any administrative knowledge of an indiscretion or violation, come to a counselor or Student Development dean for help and/or forgiveness will receive help and/or forgiveness as deemed appropriate by the administrator. This “growth initiative” will require the individual to forsake the activity or violation which has created the rift and take the necessary steps for restoration.
- **Formal Discipline:** However, there are times when formal discipline becomes part of the redemption process. While these procedures may seem sterile and legalistic, the intention is to draw one back into the community with the least disruption within the community. These formal discipline procedures will be applied in a consistent and fair manner which will afford interaction between the individual and the institution. Formal discipline may include one or more of the following:
 - ◆ **Incident Notice:** A documented statement of the standard violated with an official warning.

- ◆ **Fines:** May be levied for community offenses. The range for fines is \$25-250 (plus restitution, if applicable). Fines are to be paid in cash.
- ◆ **Disciplinary Warning:** A disciplinary status in which the student is required to receive counseling from the Associate Dean for Community Life and may include some form of campus community service and/or growth contract.
- ◆ **Disciplinary Probation:** A disciplinary status which permits students to remain in school under specific terms designated by the Vice President for Student Development. A student who is on disciplinary probation may not represent the University in any manner or hold any class, club or student body office.
- ◆ **Suspension:** An action by the Vice President for Student Development which separates the student from the University for a specified period of time not to exceed ten class days. During a suspension, a student is to go home immediately (unless the VPSD provides another option) and not return to campus until the specified period has ended. The parents of dependent students and appropriate faculty/staff will be notified. No refunds will be issued for days missed. When the student returns to campus, he or she will be placed on disciplinary probation, which will include mandatory mentoring. Academic consequences are determined by individual faculty members.
- ◆ **Disciplinary Withdrawal:** An action initiated by the student and approved by the Vice President for Student Development for a student to withdraw without the privilege of re-enrollment for at least the following semester.
- ◆ **Disciplinary Denial of Re-enrollment:** An action by the Vice President for Student Development to separate a student from the University for at least one semester for disciplinary reasons.
- ◆ **Disciplinary Dismissal:** An action by the Vice President for Student Development to separate a student from the University immediately for disciplinary reasons. The length of the dismissal and the terms by which the student may qualify to return are determined by the Vice President for Student Development. Refunds for tuition and/or room and board are made in accordance with the *Bulletin* guidelines.

Note: In cases of dismissal, disciplinary withdrawal or denied re-enrollment, the student must gain readmission through the Vice President for Student Development.

Appeals

Following any formal discipline, a student is guaranteed the right to one appeal to the next highest level of authority. The appeal must be made in writing within 48 hours after receiving the discipline. The letter of appeal must establish at least one of the following: (1) *new evidence*, (2) *procedural error*, (3) *the discipline decision is inconsistent with community standards* or (4) *extenuating circumstances*. The process should include an opportunity for the student and the individual who initiated the discipline to state and defend his or her position to the appellate authority. The decision of the appellate authority will be final. Appeals of discipline shall be made as follows:

- **Discipline by a Resident Assistant** (or Assistant Resident Director) may be appealed to the Resident Director, who will respond within one work week after receiving the appeal.
- **Discipline by a Resident Director** may be appealed to the Associate Dean for Community Life, who will respond within one work week after receiving the appeal.
- **Discipline by the Associate Dean for Community Life** may be appealed to the Vice President for Student Development, who will respond within one work week after receiving the appeal.
- **Discipline by the Vice President for Student Development** may be appealed to the Presidential Appeals Committee. The committee will respond to the President within one work week after receiving the appeal. The Vice President for Student Development will inform the student of the committee's final decision. The Presidential Appeals Committee is authoritative, and there is no further appeal. Specific guidelines for this process may be obtained from the office of the Vice President for Student Development.

Presidential Appeals Committee

The Presidential Appeals Committee is the final authority for appeals that follow disciplinary action by the Vice President for Student Development. The committee, which reports directly to the President, is composed of three faculty members, two staff members and two students. The faculty and staff members are appointed by the President, while the students are recommended to the President by the Executive Committee of the Asbury Student Congress.

The committee is chaired by one of the faculty members; the chair only votes to break a tie.

GENERAL POLICIES AND PROCEDURES

Board Plan Requirement and Options

As a part of the residential program, all resident students are required to participate in a meal plan offered by the University. The purpose of the meal plan is to provide a balanced and sound nutritional diet in conjunction with a time of communal gathering. All resident students will participate in either the 20 or 14-meal per week plan or the 225 or 175 block plan except the following, who are eligible to apply for the 7-meal per week or 95 block plan:

- Students who eat with parents, close relatives or a legal guardian.
- Students whose meals are provided as a part of their work agreement.
- Students who are student teaching.
- Students whose work and class schedule conflict with the meal schedule.
- Students who have medical concerns certified by the University physician. (Some students in this category may be eligible for exemption from both meal plans.)
- Students who live in Aldersgate Commons. (Must participate in either the 7, 14 or 20-meal per week plan or the 225, 175 or 95 block plan.)

Students wishing to be considered for exemption from the meal plan must submit an application to the Assistant Vice President for Business Affairs for consideration. All applications must be received at least one week prior to the beginning of the academic term in order to avoid a late filing fee of \$10. Students filing after the deadline will be charged for the meal plan until the application is processed. Applications will be accepted only through the drop/add period. Application forms are available in the offices of Student Development and Student Accounts. A dependent student must submit a letter of support from his/her parents with his/her application.

A student whose request is denied may appeal the decision to the Room/Board Appeals Committee to determine if extenuating circumstances warrant an exception to the guidelines. The letter of appeal should be sent to the chair of the Appeals Committee.

Complaint Policy

The Asbury University Student Complaint Policy (SCP) is available to students who request to have a concern resolved about a person or process of the University community not covered by existing policies, such as the grading policy, residency policy, student code of conduct policy, sexual harassment policy, etc. The objective of the Asbury University Student Complaint Policy is to resolve concerns as quickly and efficiently as possible at the level closest to the student.

Informal Resolution

Occasionally, a student will encounter a problem on campus that he or she does not know how to resolve. When this happens, the student should always try to work out the problem by first discussing it with those most appropriately involved with the issue, whether it is faculty, staff member or another student. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Based on the Matthew 18 principle encouraging believers to first go to each other and work out an issue, it is the hope that most issues and complaints could be amicably resolved through a process of discussion and negotiation.

Formal Complaint Process

If the complainant is not satisfied or not willing to address the issue with the individual, a formal process may be initiated. All formal complaints must be in writing using the official Asbury University Student Complaint Form, which is available online and in the Office of Student Development. Complaints should be filed during the semester of occurrence but no later than 30 days after the date of the incident. Process and procedures for the complaint resolution are available in the Office of Student Development.

Information Technology Services Memorandum of Understanding

General Information

Asbury University provides and maintains the campus data servers, networks and information technology services for all employees and students. This system of networks and services includes but is not limited to e-mail, file servers, learning management systems, administrative systems, web services and the Internet. This **Memorandum of Understanding** outlines how employees and students should behave when using the data networks, labs, servers and services.

The University reserves the right to monitor and limit the use of its computing and network facilities through procedures which are consistent with its mission and the role that computers and data networks are intended to play within that mission. It is our fervent hope that each person who uses the data communications systems will do so in a way that will honor Christ and His kingdom.

Personal Use of the Internet and Electronic Mail

E-mail and Internet are available for faculty, staff and students to use for both University and personal activities. Priority of these limited resources is given to students, faculty and staff doing academic work and conducting University business. Personal use of network resources is secondary and therefore a lower priority.

Online Conduct

Electronic forums or the online environment does not constitute a separate universe of discourse, governed by a separate ethic, but must be approached under the same set of moral and ethical guidelines that govern other means of discourse at the University. All University policies related to personal and professional behavior extend also to the virtual or online environment.

Be advised that some Internet sites may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal. The University does not condone the use of such materials and does not permit usage of such materials on the University's own network or equipment. All access to the Internet is monitored and logged as a matter of policy. Employees or students who knowingly view or download inappropriate materials using the University's technology environment will be subject to the same disciplinary policies that apply in other campus situations.

Using or attempting to use software, hardware or any methods to circumvent or disable any form of security, monitoring, metering or University measures used to manage, monitor or control networks, servers, printers, computers and the Internet (firewall security and content filtering) are not permitted and may result in disciplinary action.

Excessive use of information technology resources, including but not limited to campus network bandwidth, server capacity, Internet bandwidth and e-mail, is not permitted. If any one computer or person causes a disruption to the network or servers, then Information Technology Services may disable the network connection to that single computer or the person's network account so the rest of the campus can continue normal data services. Once the problem has been resolved, the computer connection to the network or person's account can be restored.

Computer Accounts and Passwords

Every student and employee is provided with one or more server/network accounts. **You may not allow others to use your account and password.** Those accounts are to be used only by the person they were assigned to and should never be given to or used by anyone else. You are responsible for anything done through the use of your account. Sharing your University-provided account with another person may be grounds for disciplinary action, up to and including dismissal.

Unlawful Access to a Computer

Copyrighted material must not be placed on the University's information systems without the author's permission. Only the author(s) or persons they specifically authorize may upload copyrighted material to the University's information systems.

There are many federal and state laws about the use of technology which include penalties for unauthorized access to technology you do not own and operate. Unlawful access to a computer will result in cancellation of privileges as well as other disciplinary action. Specific acts of computer tampering include changing the network configuration of your computer, uploading or creating computer viruses or password cracking programs, or attempting to use any account without proper authorization.

Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem on the University's information systems, you should notify the Information Technology

Services department or send e-mail to helpdesk@asbury.edu. You should not discuss the security problem with others nor exploit it yourself.

Termination of Accounts

All student, faculty and staff accounts are terminated after they leave the University.

System administrators reserve the right to suspend or terminate your access to the University's information systems upon any breach of the Memorandum of Understanding. Prior to a suspension or termination or as soon after as is practicable, a system administrator will inform you of the suspected breach and give you an opportunity to present an explanation. You may request a review hearing within seven (7) days of such suspension or termination if you feel that such action was unjust. After the review, access may be restored if your appeal is upheld.

To appeal the decision of a system administrator, you must file a written request with appropriate information to the Assistant Vice President of Information Technology Services. The AVP will discuss the appeal with other staff of Information Technology Services during their staff meeting and decide whether to grant the appeal. If you are not satisfied with the AVP of Information Technology Services' response, you may appeal the decision to a special Vice Presidential committee composed of the VP for Student Development, the VP for Business Affairs and the Provost.

Medical or Emotional Health Withdrawals

Asbury University cares deeply about the physical and emotional health of its students. Therefore, health and counseling services are available on campus. At times, however, a student may experience such extreme medical and/or psychological conditions that the ability to function successfully or safely in the role of a student is significantly impaired. Students are encouraged to prioritize their health and safety and take steps toward recovery, even if academic progress may be delayed. The University will support student-initiated self-care plans and/or initiate actions that consider the welfare of the individual student and the University community, which could include a medical or emotional health withdrawal.

When a student voluntarily or involuntarily withdraws for medical and/or emotional health reasons, the University reserves the right to request professional medical or emotional health information in determining readiness to return. Readmittance policies and procedures would apply and are available in the Admissions Office. Forms and policies for determining medical or emotional health readiness to return are available in the Office of Student Development or Center for Counseling.

Missing Persons Policy

As a campus that maintains housing facilities, Asbury University has established a missing student notification policy and procedures for those students who live in on-campus housing and have been missing for 24 hours or more. Both informal and formal means will be used to address a more extended, consistent absence from the day-to-day operations of the campus. Each student will be given the opportunity to identify a confidential contact to be notified not more than 24 hours after the student is deemed missing. Parents or legal guardians of students under 18 who are not independent will also be contacted. Local law enforcement will be notified within 24 hours after the student is deemed missing. If you believe a friend is missing, contact student development personnel or campus security immediately. Complete procedures, including indicators used in determining if a student is missing, are available in the Office of Student Development or Safety & Security.

Non-Discrimination Policy

Asbury University does not discriminate on the basis of race, color, gender, age, national or ethnic origin or handicap in the admission of students, educational policies and programs, employment policies and activities. In addition, Asbury University does not discriminate on the basis of religion in the admission of students and student access to educational programs. The Vice President for Operations (859-858-3511, ext. 2357) has been designated to respond to inquiries regarding the non-discrimination policies.

Residential Requirement

One of the distinctives of Asbury University's heritage is its commitment to residential living for all single students. Holding the firm belief that significant learning occurs outside of the classroom, the residence life program promotes an integration of faith, learning and living which emphasizes practical preparation for life.

All single full-time students will reside in campus housing except the following, who are eligible to apply for off-campus housing:

- Students who are classified as “Independent.” (This is a legal designation through the Financial Aid Office.)
- Students who are 23 or older. (Married or formerly married students must receive permission from the Associate Dean for Community Life to live in the residence hall.)
- Students who live with parents, close relatives or a legal guardian.
- Students who are working in an approved home for their room and board but who make no cash payment for said room and board.
- Students who are fifth-year seniors.

Permission to live off-campus is not automatically granted as students must apply to the Assistant Vice President for Business Affairs for consideration. It is recommended that applications to live off campus the following fall semester be filed before the end of spring semester. All applications must be filed at least one week prior to the beginning of the academic term in order to avoid a late filing fee of \$10. Students filing after the deadline will be charged for their room until the application is processed. Applications will be accepted only through the drop/add period. Application forms are available in the offices of Student Development and Student Accounts. A dependent student must submit a letter of support from his/her parents with his/her application.

A student whose request is denied may appeal the decision to the Room/Board Appeals Committee to determine if extenuating circumstances warrant an exception to the guidelines. To appeal due to extenuating circumstances, a student must be in good standing (i.e., not on academic, chapel or disciplinary probation). The letter of appeal should be sent to the chair of the Appeals Committee.

Sexual Harassment Policy

Asbury University is committed to providing an environment free of unlawful discrimination or harassment. Asbury University does not condone harassment or discrimination on the basis of race, color, gender, age, national or ethnic origin or disability.

Sexual harassment by or toward any member of the Asbury University community, whether student or employee, is prohibited by law and will not be tolerated. Individuals who fail to comply with this policy will be subject to disciplinary action up to and including dismissal (student) and termination (employee).

Sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; and/or verbal, visual or physical conduct or written communications of an intimidating, hostile or offensive nature; or action taken in retaliation for reporting such behavior, regardless of where such conduct might occur, when:

1. Submission to such conduct is made a term or condition of person’s employment or academic progress; or
2. Submission to or rejection of such conduct by a person is used as a basis for academic or employment decisions affecting the person; or
3. Such conduct has the purpose or effect of substantially interfering with a person’s work or academic performance or creating an intimidating, hostile or offensive work or academic environment.

Sexual harassment includes, but is not limited to, unwelcome verbal, visual or physical behaviors. These behaviors may occur as sexual comments or advances, sexual slurs or jokes, leering, displays of sexually suggestive objects or pictures, sexually suggestive gestures, touching, pinching, physical abuse or sexual assault. The difference between voluntary sexual relationships and sexual harassment are the elements of coercion, threat and/or unwanted attention that exist in a non-reciprocal relationship. Individuals should be aware that comments or conduct that one person finds merely amusing may offend or upset another person.

Reporting Procedures

Any person who believes that he/she has been the recipient of, or witness to, harassment is strongly encouraged to report the alleged occurrence(s) as soon as possible to institutional complaint coordinators listed below and, if they so desire, to the local law enforcement authorities. If a student is more comfortable reporting the incident to a resident director, associate dean or faculty member, he/she is encouraged to do so immediately and then that person should inform the appropriate complaint coordinator. If the appropriate complaint coordinator is unavailable, incidents should be reported to any available coordinator.

Complaints against Asbury University students:
Vice President for Student Development, ext. 2116

Complaints against Asbury University faculty:
Provost, ext. 2500

Complaints against Asbury University staff or vendor:
Vice President for Business Affairs, ext. 2106

Resolution Process

Complaints about sexual harassment will be responded to promptly, thoroughly and equitably as the law requires. The right to confidentiality of all members of the University community will be respected insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment.

Formal Complaint Process

1. The complaint coordinator will request that the person provide a detailed written complaint that describes the circumstances and facts, including witnesses, surrounding the complaint.
2. The complaint coordinator will take appropriate steps to attempt to ensure that no further contact occurs between the complainant and the accused.
3. Upon receiving a written formal complaint, the complaint coordinator will convene a three-member committee. Both genders must be represented on the committee. A committee investigating a complaint against a student will include a student representative.
 - a. The committee will appoint one of its members to assist the complaint coordinator in conducting an investigation in a manner appropriate under the circumstances.
 - b. After a timely and thorough investigation is completed, the committee will review the results and determine whether the complaint has merit. If the complaint is without merit, the accused will be promptly notified of such determination. If the complaint is determined to have merit, the committee will recommend appropriate disciplinary action to the complaint coordinator. The complaint coordinator will then determine the disciplinary action to be imposed and promptly advise the accused of such decision. Such disciplinary action may range from a formal written reprimand to dismissal or termination.
4. The accused individual has the right to appeal the disciplinary action imposed by following the appropriate appeals process provided by the institution.
5. The individual who brings the complaint will be informed of the outcome of the complaint to the degree permitted by law.

Students' Role in Decision-Making

Students at Asbury University participate in institutional decision-making through specific mechanisms described below:

1. The Asbury Student Congress (ASC) exists as an elected, representative assembly of the Student Body. According to the *ASC Constitution*, the "Congress shall have the power of recommendation concerning the overall affairs of the University and on matters relating to student affairs, and subject to Faculty and/or Administration sanction, the power of legislation on matters pertinent to student affairs" (Article IV, Section 1). In addition to recommendations emanating from the ASC, recommendations also may be generated by one of the following ASC bodies:
 - Executive Committee of the ASC
 - Student Governance Association
 - Student Activities Board
 - Spiritual Life Board

Recommendations from the ASC or its branches may be presented to the appropriate administrative vice president, who will either consider the proposal at that level or take it to the President's Cabinet, whichever is appropriate.

2. Faculty Standing Committees are responsible for recommending changes in policies and procedures to the Faculty Assembly, which may choose to support these recommendations to the Administration for implementation (*Faculty Manual*, 300.6). The composition of the following Faculty Standing Committees includes two student members, appointed by the ASC President:
 - Academic Policies and Curriculum Committee (non-voting members)
 - Campus Life Committee (voting members)
 - Cross Cultural Experience Committee (voting members)
 - Enrollment Management Committee (voting members)
 - Learning Resources Committee (voting members)
 - Liberal Arts Council (voting members)
3. Special Purpose Committees are faculty-based committees which give attention to specific areas of campus life (*Faculty Manual*, 300.6.3). While largely advisory in nature, these committees may make recommendations to the Provost for Faculty Assembly consideration. The following Special Purpose Committees have student representation:
 - Athletic Advisory Committee (2 voting members)
 - Campus Calendar Committee (1 voting member: ASC VP for Student Activities)
 - Cornerstone Council (2 voting members: ASC President or designee and VP for Spiritual Life)
 - Intercultural Awareness Committee (2 voting members)
 - Teacher Education Committee (2 voting members, both education majors)
 - Artist Series Committee (3 voting members)
 - Student Publications Committee (5 voting members)
4. The composition of the Faculty Assembly is established in the *Faculty Manual* (300.4) and provides for the inclusion of the Student Body President and the President of each class (300.4.1.3) as non-voting members. In accordance with the *Faculty Manual*, these “student representatives may participate freely in the meetings by speaking to issues, asking or answering questions, or commenting on proceedings” (300.4.2 A). The President of the Student Body is invited to give a brief report at each Faculty Assembly.

HANDBOOK FOR RESIDENTIAL LIVING

Welcome to Asbury University! We believe that residential living is one of the most important educational experiences you encounter as a college student. Our prayer for you is that you will grow in every aspect of your development as you interact within your living area. Have a great year!

Introduction

Asbury University is committed to being a residential community. Therefore, residence at Asbury University is more than housing. It is an integral part of the community experience. The University considers the residence hall to be the students' home during their stay at the University. Thus, the residence life program strives to provide an atmosphere of belonging and fellowship with other members of the community, as well as the privacy basic to human well-being. The University residence life program provides a variety of facilities and competent personnel to assist the student in intellectual, moral, emotional, spiritual, relational and physical development. The residences are administered by the Vice President for Student Development, the Associate Dean for Community Life, the Resident Directors (RD), the Assistant Resident Directors (ARD) and Resident Assistants (RA). Regulating policies are established with consideration for the time, privacy and personal interests of the residents.

Residence Staff

The goals of residence life can be summarized in the development of the whole person; that is, the development of intellectual, moral, emotional, spiritual, relational, and physical components of students. These goals are attained through strategically designed and implemented programs which are overseen by the Associate Dean for Community Life and the Community Life staff.

The **Resident Director (RD)** is a master's level professional who lives in the residence hall and is responsible for the overall administration of the facility. In addition to administering the residence hall and supervising the Resident Assistants, the RD counsels students, provides educational programming which fulfills residence life goals and sets the spiritual tone by modeling servanthood. The **Assistant Resident Director (ARD)** assists the RD in accomplishing the residence life goals.

The **Resident Assistant (RA)** is usually a junior or senior level student whose primary responsibility is to serve students living on his/her floor/unit. The RA is expected to assist students, facilitate programming, be a source of information, maintain an atmosphere conducive to a healthy lifestyle and enforce community standards. The RA is selected by demonstrating a desire to serve and has received extensive training from Student Development. The RA will continue to receive training throughout the academic year.

Housing Agreement

The stipulations of the Asbury University Housing Agreement and these policies coexist, and neither is meant to supersede the other. In general, these policies expand the Agreement and tend to clarify specific portions of the Agreement. In accord with basic policies of the University concerning human rights, no assignment in University housing occurs on the basis of nationality, color or religious preference. Authorized persons of the University have the right to assign, reassign and adjust occupancy of rooms, and to enter rooms when community or personal life necessitates.

Losses to a student's personal items resulting from theft, damage or other peril are not the responsibility of Asbury University. All personal items should be insured under homeowners or renters insurance of a parent or legal guardian.

Residence Facilities

- **Laundry:** Laundry facilities are available in each of the residence hall complexes.
- **Room Alterations:** Authorization from the Resident Director must precede any **room alterations, additional electrical wiring or removal of furniture and/or equipment** from the room or residence facility. Final approval on altering or adding electrical wiring must be received in writing from the Director of the Physical Plant. Each

student is responsible for the furniture which appears on the room inventory portion of the Housing Agreement. There is a \$25.00 fee for the Physical Plant to move and store furniture. Lofted or bunk beds are permitted only when provided by Asbury University as stock furniture. **Water beds are not permitted in the residence halls.**

- **Room Décor:** The University reserves the right to determine the appropriateness of room décor and to instruct residents to remove inappropriate items from the room. Road signs/equipment and public signs are prohibited in the residence complexes. Possession of the aforementioned items will result in confiscation of the items and a \$25.00 fine.
- **Room Entry:** University personnel make regular room examinations to check for maintenance and damage. Authorized university personnel reserve the right to enter a student's room for inspection at any time with due cause.
- **Room Keys:** The RD will issue a key to the student. Lost keys are to be reported to the RA (or RD), and a duplicate key will be provided for a replacement fee of \$25.00. **Keys are never to be duplicated by the student.** Failure to return a key upon vacating a residence hall results in a replacement fee charge.

Housing Policy for Students with Disabilities

Asbury University is committed to providing an equal educational opportunity and full participation for persons with disabilities. It is the policy of the University that all students with disabilities will be provided an accessible and safe environment in which to live and learn.

- **Assignments:** On-campus residence hall assignments for students with disabilities will be assigned on a first-come, first-served basis according to receipt of the housing application and deposit. It is the responsibility of the student to inform the Office of Community Life if special accommodations are needed. Students with special needs are encouraged to apply early and notify the Office of Community Life of special needs at the time of application. Requests for appropriate and reasonable housing accommodations will be responded to in a timely manner.
- **Appeals:** If you or your parents or advocate believe that your housing assignment does not reasonably accommodate your disability or endangers your safety or health, you may file an appeal. Your appeal must be in writing and filed with the Associate Dean for Community Life within fifteen (15) days of receipt of notification of the housing assignment. If you are not satisfied with the response of the Associate Dean for Community Life, you may request a review by the Appeals Committee. Your request for review by the Appeals Committee must be made within seven (7) days of receipt of the decision by the Associate Dean for Community Life. The Appeals Committee is comprised of the Director of Student Health Services, Director of Physical Plant and the Director of Security. The Appeals Committee will notify the student in writing of its decision within ten (10) working days from the date that the appeal is received. The decision of the Appeals Committee will be final and not subject to further review.
- **Fire Safety:** During fire alarms and other emergencies, alarms located throughout the residence facilities will alert residents of potential or imminent danger. Security and Community Life staff will assist persons with disabilities who may require assistance evacuating a building during an emergency. Community Life staff will maintain a list of room assignments of residents who may need assistance. A copy of this list will be filed with campus security. This information will be shared with rescue personnel as needed. It is the responsibility of the student to inform the Office of Community Life if evacuation assistance will be needed.

Damage Policies

While the residence facilities are the property of Asbury University, a resident student assumes the responsibilities of a renter and is expected to care for his/her "home" as if it were his/her own. It is expected that some items will need replacing due to normal use, but the student is expected to take personal responsibility for his/her room. Intentional vandalism cannot be tolerated. In an effort to be good stewards of that which has been entrusted to the University and to assist students in personal accountability and responsibility, the University employs the following **policies regarding damage** to the residence hall:

- **Common Areas:** Charges for damages to University property in common areas of the facility which cannot be attributed to an individual(s) will be levied against the residence hall damage fund for the appropriate facility. This account is funded by a portion (\$7.50 per semester) of the room charge, and unexpended funds at the end of

each year are transferred to a programming account for Community Life under the supervision of the Associate Dean for Community Life. Charges resulting from damages to common areas which are deemed excessive by the Associate Dean for Community Life will be evenly divided among the residents of the affected areas.

- **Individual Rooms:** The student is responsible for damages to his/her room from the outside of the door to the outside of the window screen. The cost to repair damages will be billed to the student, who will have 30 days to pay said charges. If not paid during the prescribed time, the charges will be placed on the student's account along with a \$5 filing fee.

Cleanliness/Orderliness/Safety

- **Candles:** State fire and safety regulations prohibit the burning of candles or incense in a resident's room. No flammable liquids (e.g., camping fuel, propane, etc.) may be stored or kept in a resident's room. Violations result in a \$100 fine.
- **Cleanliness:** Rooms are to be kept clean and orderly. Rooms not meeting a standard of cleanliness will result in a warning which, if not resolved promptly, will result in a \$25 fine. Subsequent inspections will carry a \$25 fine for unclean and/or disorderly rooms.
- **Cooking:** State health and fire regulations prohibit cooking in a resident's room. The use of self-contained popcorn poppers and coffee pots is permitted only in designated areas. All food kept in residence rooms should be stored in airtight containers.
- **Door Alarms:** Door alarms and a card swipe system provide security for resident students. Misuse or tampering with this equipment is considered very serious and a threat to the safety and security of fellow students. Doors are not to be propped open nor windows left open which create a breach of security. Students are not to enter/exit residence halls through windows or fire escapes. Students violating these policies are subject to a \$50 fine.
- **Extension Cords:** Excessive extension cords cannot be permitted. Self-contained multiple outlet units with built-in breakers are required.
- **Fire Drills:** Are held in the residence halls at regular intervals. The RD/RA will give specific instructions concerning fire procedures and the use of fire equipment. During a fire or fire drill, students are to leave the residence halls by way of marked exits. Failure to leave the building during a fire drill results in a \$100 fine.
- **Fire Safety:** Fire alarms, fire extinguishers, smoke detectors and other safety equipment are maintained in the residence halls. Misusing or tampering with fire alarms results in a \$250 fine. Misuse of fire extinguishers results in a \$250 fine plus restoration fee.
- **Fireworks:** The possession or use of fireworks is not permitted on campus. Violations will result in a \$50 fine.
- **Pets:** State health regulations prohibit the keeping of pets in a resident's room. The exception is aquarium fish. Violations result in the removal of the animal and a \$50 fine.
- **Refrigerators and Microwaves:** Students may have personal refrigerators (one per room) with a maximum of 2.0 amps. Students may not operate microwave ovens in the resident rooms.
- **Roof Access:** Students are not permitted to be on the roof of any building. Violations result in a fine of \$50. The exception to this is the use of Kresge sun deck by its residents.
- **Weapons:** For reasons of safety, weapons are not permitted in student resident rooms. Knives with blades more than 3.5 inches are considered weapons.
- **Windows:** Screens should be kept on the windows at all times. Objects are not to be thrown from windows of the residence hall rooms or hallways. Violations result in a \$50 fine.

Respecting the Rights of Others

As a cooperating and caring community, members are challenged to think of others as more important than themselves. The practical demonstration of mutual respect is most evident in the residence hall setting. The following guidelines are representative of the greater principle of treating others as you would like them to treat you.

- **Excessive Noise:** Is not appropriate at any time. A student misusing any sound equipment will be asked to

remove the equipment from the residence. Computers and printers should be used with discretion and regard for others.

- **Musical Instruments:** May be played quietly in the residence rooms until 11 p.m. Instruments which do not lend themselves to subdued tones may be played only in the practice rooms in the Fine Arts Building.
- **Televisions:** Are located in lounge areas within residence halls. However, students may operate television sets in their rooms if they choose to do so. Cable service is provided in each room at no charge to the student. Students may operate DVD players in their room provided the movies viewed conform to the “Media-Related Entertainment” guidelines described in the Lifestyle Standards section of the *Handbook for Community Life*. While students have more options off-campus, residents are encouraged to demonstrate greater restraint while on campus out of respect for others and community values.

Residence Hall Hours

Gathering together at the end of each day enhances the sense of community as well as promotes accountability and a healthy balance between social activity, study and rest. Learning how to communicate responsibly is another principle that our community hours policy hopes to instill in the lives of students on campus. Students will be expected to follow the appropriate sign-in and sign-out procedures, along with calling or texting (when needed) the appropriate Community Life staff regarding community hours.

- **Community Hours:** Students who live on campus will return to their residence hall by the published community hour. Resident students shall be in their residence complexes by 12 midnight Saturday through Thursday evenings and by 1 a.m. Friday night/Saturday morning. For security and safety reasons, the residences are locked at these times each day.
- **Extensions:** Resident students may request an extension to curfew from their RD/ARD and must follow the permission/sign-out procedure prescribed by the RD. Resident students who have extensions may enter their residence complex by utilizing their student ID in the entry system at each front door. Guests and students without IDs should go to the switchboard and have security grant access to the residence complex. An extension is 1 hour and will be granted on the basis of seniority as follows:
 - ◆ **Freshmen:** 1 extension per week
 - ◆ **Sophomores:** 3 extensions per week
 - ◆ **Juniors:** 4 extensions per week
 - ◆ **Seniors:** 5 extensions per week
- **Lost ID:** Loss of ID should be reported to the RD and/or the Help Desk immediately. ID replacement cost is \$11.
- **Exiting Through Alarmed Doors:** Resident students may not exit their residence complex after doors have been alarmed without permission from the RD. Violations, which cause the door alarm systems to activate, will result in a \$50 fine.
- **Signing Out:** Resident students must sign out with the Resident Director whenever they plan to be away from campus overnight. Any student who wishes to visit the home of the opposite sex must receive permission or an invitation from the host family.

Visitation

- **Regular Hours:** The main lobbies of the residence halls will have regular visitor hours each day.
- **Visitation Hours:** Regularly scheduled visitation hours provide opportunity for visiting the individual rooms of students of the opposite sex.
- **Exceptions:** Special visitation exceptions are approved by the RD.

Guests

- **Visitors and Overnight Guests:** All visitors and overnight guests in the residence halls must register with the Community Life staff in the building of residence and are limited to a 3-day stay without special permission.

Overnight guests and visitors must observe the gender requirements for residence in particular facilities. In addition, overnight guests must fall into the following categories:

- ◆ High school students or other guests participating in official campus visits must be registered with the Admissions Office.
- ◆ Other visitors over age 18 (friends, parents) must be registered with the Community Life staff in the building of residence.
- ◆ Other visitors under age 18 (siblings, friends, others) are not permitted to be overnight guests without a parent present unless they provide express written consent of their parent or legal guardian.
- **Responsibility for Guests:** Resident students are responsible for the actions of their guests and are responsible to assure that proper procedures are followed. The host or hostess is responsible for any charges incurred by his/her guest.

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