Community Life at Asbury University

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 worldview. Integration of academic excellence and spiritual vitality requires training which is clearly different from the world’s perspective. During the course of our history, the community has been guided by regulations which were intended to maintain its heritage. As times have changed, these regulations have been examined and cautiously revised in order to insure that our heritage and mission remained relevant in an ever-changing world. While these regulations 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.
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.

Rights and Responsibilities within 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 Residence Life, 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.

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 Director of Human Resources and Risk Management (859-858-3511, ext. 2357) has been designated to respond to inquiries regarding the nondiscrimination policies.

Foundational Principles of Community Life
The concept of community at Asbury University is built on ten foundational principles which we believe are essential for success, not only during your years at the University, but also throughout the rest of your life. We are aware that these underlying principles may seem so obvious that we may at times forget to identify their vital impact on everyday living within our setting. However, it is important to understand that these foundational tenets are at the heart of all we do at Asbury University whether student, administrator, faculty, or staff.

We recognize that these are not the only principles upon which a community can be founded, but they are the ones that we have found to be effective throughout the years for the promotion of a unique partnership of faith, living and learning. It is in such a climate that people move beyond simply preparing for life, and learn how to live.

If you struggle with one or more of these principles but are committed to what they represent, we enthusiastically invite you to join our community. If however, you cannot appreciate or commit to these principles, Asbury University may not be the right place for you. From experience we have found that your fit within our setting is critical to your academic, social, and personal development. In order for you to make an informed decision about Asbury University, we present the following foundational principles:

A. Asbury University is committed to following Biblical mandates for living. The Bible is our ultimate authority. It provides 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.

B. 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. In our Wesleyan context, we strive to surrender
to Him in order that His perfect love might flow through our lives. 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. When students experience God’s transforming
power, they begin to ask, “What would Jesus do?” in every situation. And this leads
to a radical commitment to act as Jesus would. 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.

C. Asbury University encourages a balanced lifestyle. 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. This emphasis is fostered by a clear understanding that God created us as
multifaceted individuals who have certain needs which can only be met through a
balanced approach to life.

D. Asbury University is committed to a lifestyle characterized by integrity. Integrity
is both knowing the right thing to do and doing it regardless of the circumstances. In
contrast to a world characterized by selfish compromise, the University community is
characterized by honesty, faithfulness, loyalty and mutual respect. These kinds of
ethical choices build character and moral excellence.

E. Asbury University is a learning community. As a Christian liberal arts university,
academic endeavors are critical components of a larger educational preparation of the
whole person. As a learner, the individual not only pursues knowledge but also
meaningful application of that knowledge to the individual’s life. 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.

F. 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. Respect for
others facilitates an inclusive community which promotes an appreciation for the
diversity of God’s kingdom. Asbury University seeks to foster respect, acceptance,
and support for differences of gender, race, national origin, age, mental and physical
ability, expressions of the historic Christian faith, and ethnic culture.
G. **Asbury University is a redemptive community.** In addition to promoting a right relationship with God, the community promotes right relationships 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 present every person mature in Jesus Christ.

H. **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.

I. **Asbury University is a serving 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. While participating in this community, the focus is on helping others and making meaningful contributions to improving the world in which we live, including the challenge of society’s bigger problems such as hunger, homelessness, poverty, and abortion.

J. **Asbury University is a celebrating community.** One sign of a healthy community is the sense of celebration involved in its history. Asbury University has maintained a focus on its mission for over 100 years, and continues to celebrate its heritage as a provider of Christian liberal arts education in the Wesleyan-Holiness tradition. This celebratory focus includes not only the academic and spiritual heritage of the university, but also the four classes (i.e., senior, junior, sophomore, freshman), athletics, student organizations and other areas in which students excel.

**Functions of Community**
The Asbury University community intentionally promotes a community which is characterized by three interdependent functions. The Asbury University community:

A. **Cooperates:** Any effective organization is distinguished by the way in which its component parts work together to achieve the ultimate mission. Asbury University should be no different. The 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. The team approach to accomplish this magnificent venture combines the efforts of all of its members: administration, faculty, staff, and students. The result of this collegial and collaborative effort is a cooperating community where the whole is greater than and more important than any of its component parts.
B. **Cares:** 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.

C. **Corrects:** 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, growth, and accountability. 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.

**Lifestyle Standards of the Asbury University Community**

The high expectations of a disciplined lifestyle are worthy but should not be confused with the means of salvation. Salvation comes through a personal relationship with Jesus Christ. The standards espoused in this handbook reflect Biblical imperatives, traditions, and commitments which we believe will prepare participants to develop a “lifestyle for a lifetime.” The following four categories are meant to be guides by which responsible members govern their lives as they make a meaningful contribution to the life of Asbury University. These categories are not meant to be exhaustive and often overlap. Each area represents a set of values which are important to the continuance of the Asbury University heritage and the fulfillment of her mission. Even while off-campus, members of our community are expected to conduct themselves in a manner which reflects the values of Asbury University’s traditions.

A. **Morality:** Issues of morality are those which can be delineated as right, virtuous and just. At a Christian university, moral issues are based on biblical mandates.

   The Scripture teaches that a believer can demonstrate certain Christ-like attributes through the power of the Holy Spirit. These attributes include “love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.” Galatians 5:22-23 declares there is no law against such demonstrations of the fruit of the Spirit in our lives and we should encourage one another to practice these attributes in our relationships.

   In contrast to the fruit of the Spirit, Galatians 5:19-21 condemns those acts and attitudes which reflect our sinful nature. These acts and attitudes include sexual immorality, idolatry, occult practices, hatred, discord, jealousy, uncontrolled anger, greed, quarreling, envy, and drunkenness. In a community of believers, these acts and attitudes will hinder relationships with God and others if they are tolerated and will lead to unacceptable behavior.
Certain behaviors are expressly prohibited in the Scripture and therefore are unacceptable in the Asbury University community. These behaviors include: theft (including plagiarism), lying, dishonesty, gossip, slander, profanity, vulgarity (including crude language), sexual immorality (including adultery, homosexual behavior, premarital sexual intimacy), drunkenness, immodesty of dress and occult practices. While not explicitly mentioned in Scripture, Asbury University believes that the following represent violations of Biblical principles and also are unacceptable: abortion, gambling, and pornography.

In keeping with scriptural admonitions to subject ourselves to the authority of the government, members of the Asbury University community are expected to uphold local, state and federal laws. An exception would be those rare occasions when 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. Behavior which results in civil arrest on or off campus is subject to review within the University’s disciplinary procedures.

Discernment in these moral issues is important in our development as individual believers. Violations in this category will result in greater consequences. Disciplinary dismissal is possible. The offenses of sexual immorality, abortion and drunkenness (alcohol or drug induced) are almost certain to result in immediate dismissal from the University.

B. Honor: In addition to biblical expectations mentioned above, members of the Asbury University community voluntarily commit to abide by community standards which are intended to promote the well-being of both the individual and the University. These standards are not intended to be set forth as absolutes or as an index of Christian spirituality, but rather, as standards which uphold the long-established character of the Asbury University culture.

1. Each member of the community 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.

2. Corporate worship, fellowship and instruction is essential to the growth of the Christian. Chapel services are held on Monday, Wednesday and Friday each week at 10 o’clock. While attendance is required for all students, chapel should not be a substitute for involvement within a local church fellowship. Members of the community are expected to attend Sunday worship services and encouraged to attend class and campus prayer meetings on Wednesday evenings.

3. The use of certain substances can be both physically and psychologically damaging to the individual and the community. Consequently, members of the community 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. Violations in the area of alcohol and drug use will result in almost certain
dismissal from the University for a period of time. As recommended by the Higher Education Reauthorization Act (1998), the parents of students under the age of 21 will be contacted for any violation regarding alcohol or illegal drugs. Prescription drugs are to be used in accordance with the physician’s directions.

4. The University acknowledges that Scripture does not address the issue of social dancing directly, and committed Christians may differ widely in their attitudes towards 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. Many forms of contemporary dance are sexually suggestive, and dancing is often associated with alcohol consumption and sexual promiscuity. 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. 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.

5. This 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. Vandalism or damage to property cannot be permitted.

6. 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. Verbal or physical abuse of others is not acceptable.

7. 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.

8. The University urges its members to use wisdom in selecting entertainment and recreation choices. Activities of questionable value which diminish a person’s moral sensitivity should be avoided. (See following, Principles for Viewing Media)

PRINCIPLES FOR VIEWING MEDIA
Since Asbury University is a Christian community seeking to follow Biblical principles and model the life of Christ, 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 computer generated media such as 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. However, individuals are invited to engage in dialogue with the resident director about movies which might be considered exceptions to the R-rated exclusion.

9. Members of the community are committed to abide by the standards of the University as described in the Handbook and Bulletin and are expected to contribute to the growth and maturity of others. Members are expected to discipline their own actions by adhering to the principle of consideration of others before themselves.

C. 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. These Asbury University-specific expectations reflect a community concern for modesty and courtesy.

1. Dress Code: The campus dress code represents a concern for modesty, neatness, timeliness, cleanliness and appropriateness. Historically, community members at Asbury University have dressed according to a high standard which demonstrated maturity. Biblical principles which apply to the area of dress are:
   • a desire to glorify God in everything,
   • responsibility to fellow believers,
   • respect for others that includes a sensitivity not to offend, and
   • personal standards appropriate to one’s being a “new creation.”
As fads and fashions come and go, Asbury reserves the right to determine the appropriateness of such style in conformity to the principles stated above.

The dress code attempts to distinguish between the classroom and home (out of classes) experience of its community members. Faculty, staff and residence 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.

**Regular or Classroom Attire:** During the class day (Monday through Friday from 7:30 a.m. until 4:30 p.m.), the dress code in public areas of campus requires clothes which reflect a respect for the academic endeavor. Students are expected to dress in a manner appropriate for the business of being a student since what one wears may be interpreted to reflect who one is and what one believes.

The Sunday noon meal is also a time where classroom 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.

Specifically, shorts and athletic wear are not considered regular attire. Although short skirts/dresses are in fashion, most skirts/dresses (or slits) which are shorter than two inches above the knee (sitting or standing) are considered immodest by the community. While screen-printed t-shirts are permitted in class, students are expected to be selective in choosing messages which are not in conflict with the character and values of the Asbury University community. Sport hats are not to be worn in business offices, classrooms or dining rooms during regular attire, including the Sunday noon meal.

**Casual Attire:** The “home” environment provides an opportunity to wear casual clothes on campus after 4:30 p.m. on weekdays, all day on Saturday (and holidays), and after 2 p.m. on Sundays. Students are free to dress comfortably to reflect a more relaxed atmosphere.

Following the principles of modesty and neatness, members may wear modest walking shorts (excluding running shorts, swim suits, lycra shorts/tights) but are to refrain from wearing ragged or torn clothing outside of the residence halls.

**Semi-Formal Attire:** Community members are encouraged to wear more formal attire for special events, such as Artist Series. Please keep in mind the principles of modesty and timeliness when dressing for such events.

**Hughes Auditorium:** Out of respect for Hughes Auditorium as a place for community worship, regular or semi-formal attire is requested. Shorts are never appropriate.

**Classroom Buildings and Library:** During the class day, regular attire is required. Casual attire may be worn after 4:30 p.m.

**Administration Building:** Regular attire is required during business hours (Monday-Friday, 8 a.m.-5 p.m.). Casual attire may be worn after 5 p.m.

2. **Grooming:** Community members are to refrain from extreme hairstyles. Hair should be neat and clean and, for men, hair should not fall below the bottom of the collar. Men are permitted to have neatly trimmed beards or mustaches. Men are to refrain from wearing ponytails and earrings on campus or in the residence hall. Visible body piercing (or the appearance of body piercing), except earrings for women, is not appropriate on campus.

3. **Relationships:** Out of respect for others and propriety, in general, community members are asked to be discreet and prudent in public displays of affection. Accordingly:
a. members should not enter the residence hall portion or off-campus living quarters of the opposite sex without specific permission from the resident director or the Associate Dean for Residence Life.

b. students who intend to visit the homes of the opposite sex must receive an invitation from the host family which should be filed in the office of the Associate Dean for Residence Life.

c. 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.

In areas of propriety, members of the community are challenged to give up some of their own preferences for the sake of community. 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.

D. Civic: Members of the community are expected to be contributing members of both the local and campus community by being responsible citizens. In addition to obeying local, state and federal laws, members are expected to follow these community guidelines:

1. Individuals are not to enter or occupy facilities or possess or duplicate keys for facilities without proper authorization.

2. Individuals are not to enter or occupy undeveloped properties (“golf course,” reservoir, cross-country course, etc.) after sunset without proper authorization.

3. Individuals are not to enter technological areas (e.g., computer files, i.p. addresses, e-mail, voice mailboxes, etc.) without proper authorization. The Memorandum of Understanding which follows this section describes the expectations for responsible use of campus technology.

4. Individuals will not engage in activities which pose a threat to their own safety or to the safety of others. Incidents, such as tampering with fire alarms, fire fighting equipment, or creating unsafe environments (e.g., open flames), are not acceptable.

5. Firearms or other weapons are not permitted on campus or at University-related off-campus events. Individuals who have weapons for hunting, etc., must store them off campus.

6. All motor vehicles must be registered and display a University parking permit. Failure to register a vehicle results in a $50 fine. Automobile & Parking Guidelines will be distributed upon registration of the vehicle and may be obtained in the Office of Student Development. Students falling below a cumulative 2.0 GPA may not operate a car or motorcycle. Entering freshmen students may not have cars unless one is necessary for employment. Freshmen who have a GPA of 3.0 at the conclusion of one semester may bring a car to campus for the next semester.

7. In order to maintain a sense of organization, members are to:

a. refrain from activities which disrupt normal campus functions.
b. obtain permission from the appropriate vice president before bringing an outside speaker to campus (students).

c. obtain permission from the Vice President for Student Development at least 24 hours prior to conducting a public demonstration.

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.

Information Technology Services Memorandum of Understanding

A. General Information

Asbury University is experiencing a dramatic increase in computer resources. Technology is changing very rapidly. We need to understand what resources are available and how they impact the mission of Asbury University. This Memorandum of Understanding document will address the concerns of the Asbury University community.

The University reserves the right to circumscribe the operation of its computing and telecommunications facilities through procedures which are consistent with both its mission and the role that computers and communications networks are intended to play within that mission. It is our fervent hope that each person using our information systems will do so in a way that will honor Christ and His Kingdom.

B. Personal Use of the Internet and Electronic Mail

The Internet and Electronic Mail are available for Faculty, Staff and Students to use for both University and personal activities. The University has undertaken a large commitment with limited staff. These limited resources must be first allocated to Students, Faculty and Staff. The computer labs are included in this memorandum.

C. Usage of other Information Systems

With account privileges on Asbury University’s information system, you will have access to many other information systems, through its Internet connection. Be advised that some information systems to which you will have access may contain material which 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 in the University’s own information environment. Employees or students who knowingly bring such materials into the University’s information environment will be subject to the same disciplinary policies that apply in other campus situations. Electronic forums do 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.

D. On-line Conduct
Your account on the University’s information system is for the employee or student use only. This means that the University does not authorize you to grant others the use of your information account. Staff and Faculty are requested to notify the Information Technology Services Help Desk before installing any software. Information Technology Services employees maintain Staff and Faculty computers.

Only public domain software, or software for which the owner has given express consent for on-line distribution, may be transferred to or stored on the University’s information systems. Any software whose purpose is to damage or interfere with use of the system by others is prohibited. The University reserves the right to terminate the account of anyone found to be in violation of this policy.

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.

You may upload public domain programs or information using the University’s information systems. Please verify that your program or other material is in the public domain.

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 demonstrate the problem to others.

Upon termination of your account with Asbury University’s Information Technology Services, any software legally retained by you shall remain subject to the license agreement under which it was originally obtained from the vendor. You are responsible for the legal and proper use of such software and hereby agree to indemnify and hold Asbury University, its Board of Trustees, officers, employees and agents harmless from any claim, loss or demand arising from your use of such software.

E. Computer Accounts and Passwords

You may not allow others to use your account and password. Passwords to the system should be chosen so that others cannot easily guess them, nor should they be words that can be found in a dictionary. Your nickname, for example, would not be a suitable password because others may also know your nickname.

Do not disclose passwords to anyone including Information Technology Services personnel. If your password must be changed, Information Technology Services staff will assign you a temporary password and require you to change the password the first time you login to the network. Passwords should also be changed periodically to enhance the security of your files.

F. SPAM

SPAM is defined as unsolicited Email sent to persons who do not wish to receive the message. Asbury University discourages all campus-wide Email messages. Administrative Departments and Faculty are permitted to send campus messages that contain information that is pertinent to everyone. Advertising announcements and lost
and found messages are two specific examples of SPAM that is not permitted. Anyone who SPAMS the campus with an inappropriate message will be contacted and given one warning. Subsequent violations will result in lost Email privileges for an appropriate period of time. Public Email folders are available to post these announcements. If you have questions about public folders, please call the Help Desk ext. 2177.

G. Unlawful Access to a Computer

Unlawful Access to a Computer is a legal offense, defined in Section 434.840-860 of the Kentucky Code as follows:

1. A person is guilty of unlawful access to a computer when she/he knowingly and willfully, directly or indirectly accesses or attempts to access any computer software, data, computer system or network to defraud or damage another computer system, program or network (KRS 434.845).

2. A person is guilty of misuse of computer information when she/he receives, conceals, or uses or aids another in doing so, any books, records, documents, property, financial instrument, computer software, computer program, or other material, property, or objects, knowing the same to have been used in or obtained from a violation of KRS 434.845.

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.

H. Termination of Accounts

You may terminate your account on the University’s information systems by sending notice to Information Technology Services. Termination will be effective on the day that a system administrator receives the notice or on a future date if so specified in the Notice. Accounts for graduating seniors are normally removed the next working day after graduation.

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, 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 Director of Information Technology Services. The director 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 Director of Information Technology Services’ response, you may appeal the Director’s decision to a special Vice Presidential committee composed of the VP for Student Development, the VP for Business Affairs and the Provost.
Student Discipline and Appeals

As noted earlier in the Foundational Principles, 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. Consequently, a Christian community must be one which is governed by love and a commitment to see Christ dwell richly in the lives of each member of the community.

A. 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.

B. 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.

Students are encouraged to be accountable and responsible for their actions. Students who, prior to any administrative knowledge of an indiscretion, come to a counselor or a 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 which has created the rift and take the necessary steps to be reconciled to the community. The administrator will determine the steps necessary 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:

1. Incident Notice: a documented statement of the standard violated with an official warning.

2. Fines: may be levied for community offenses. The range for fines is $5-50 (plus restitution, if applicable). Fines are to be paid in cash.
3. Disciplinary Warning: a disciplinary status in which the student is required to receive counseling from the Associate Dean for Residence Life and may include some form of campus community service and/or growth contract.

4. 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.

5. 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 counseling. Academic consequences are determined by individual faculty members.

6. 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.

7. 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.

8. 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.

C. 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, or 2. procedural error, or 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:

1. Discipline by a resident assistant (or residence life coordinator) may be appealed to the resident director, who will respond within one work week after receiving the appeal.
2. Discipline by a resident director may be appealed to the Associate Dean for Residence Life, who will respond within one work week after receiving the appeal.

3. Discipline by the Associate Dean for Residence Life may be appealed to the Vice President for Student Development, who will respond within one work week after receiving the appeal.

4. 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.

D. 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.

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, and 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.

**WHAT TO DO if you believe sexual harassment has occurred . . .**

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.

Role of Students in Decision-Making at Asbury University

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)
   • Enrollment Management Committee (voting members)
   • Learning Resources Committee (voting members)

3. Special Purpose Committees are faculty-based committees which give attention to specific areas of campus life (Faculty Manual, 300.6.3). These committees present
recommendations which require action to the appropriate Faculty Standing Committee. 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)
- Chapel Advisory Committee (2 voting members; ASC VP for Spiritual Life)
- Multicultural 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.

**Residence Life**

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:

1. Students who are legally self-supporting.
2. Students who are 23 or older. (Married or formerly married students must receive permission from the Associate Dean for Residence Life to live in the residence hall.)
3. Students who live with parents, close relatives or a legal guardian.
4. Students who are working in an approved home for their room and board but who make no cash payment for said room and board.
5. 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. The letter of appeal should be sent to the chair of the Appeals Committee.

**Board Plan**

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:

1. Students who eat with parents, close relatives or a legal guardian.
2. Students whose meals are provided as a part of their work agreement.
3. Students who are student teaching.
4. Students whose work and class schedule conflict with the meal schedule.
5. Students who have medical concerns certified by the University physician. (Some students in this category may be eligible for exemption from both meal plans.)
6. 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.
Welcome to Asbury University! We believe residence 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 the residence hall. 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 mental, physical, spiritual and social development. The residences are administered by the Vice President for Student Development, the Associate Dean for Residence Life, the Resident Directors (RD), the Resident Life Coordinators (RLC) and Resident Assistants (RA). Regulating policies are established with consideration for the time, privacy and personal interests of the residents.

In addition to these policies, each resident student is required to sign an ASBURY UNIVERSITY HOUSING AGREEMENT. The stipulations of the 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 room, 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 Staff**

The goals of residence life can be summarized in the development of the whole person; that is, the development of the intellectual, spiritual, moral, social and physical components of students. These goals are attained through strategically designed and implemented programs which are overseen by the Associate Dean for Residence Life and the Residence 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 **Resident Life Coordinator (RLC)** 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.

**Residence Facilities**

A. 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.

B. University personnel make regular **room examinations** to check for maintenance and damage. If the student is not present, written notice of the entry should be given at that time.

C. The University reserves the right to determine the **appropriateness of room decor** 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.

D. 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.

E. Coin-operated laundry facilities are available in each of the residence hall complexes.
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. During fire alarms and other emergencies, alarms, which are located throughout the residence facilities, will alert residents of potential or imminent danger.

Security and Residence Life staff will assist persons with disabilities who may require assistance evacuating a building during an emergency. Residence 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 Residence Life if evacuation assistance will be needed.

Room Assignments
On-campus residence hall assignments are available for students with disabilities and 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 Residence Life if special accommodations are needed. Students with special needs are encouraged to apply early and notify the Office of Residence Life of special needs at the time of application. Requests for appropriate and reasonable housing accommodations will be responded to in a timely manner.

Opportunity for Appeal
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 Residence 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 Residence 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 Residence 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.

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:

A. 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 Residence Life under the supervision of the Associate Dean for Residence Life.

B. Charges resulting from damages to common areas which are deemed excessive by the Associate Dean for Residence Life will be evenly divided among the residents of the affected areas.

C. 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

A. Rooms are to be kept clean and orderly and will be checked regularly. Rooms not meeting a standard of cleanliness will result in a warning which, if not resolved promptly, will result in a $10 fine. Subsequent inspections will carry a $10 fine for unclean and/or disorderly rooms.

B. 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.

C. 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.

D. Students may have personal refrigerators (one per room). The maximum limitations are 2.0 cubic feet and 2.0 amps. Students may not operate microwave ovens in the resident rooms.

E. Excessive extension cords cannot be permitted. Self-contained multiple outlet units with built-in breakers are required.

F. 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 $50 fine.

G. For reasons of safety, weapons are not permitted in student resident rooms. Knives with blades more than 3.5 inches are considered weapons.

H. 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.

I. The possession or use of fireworks is illegal in Kentucky. Violations will result in a $50 fine.
J. 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 $50 fine.

K. 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 $50 fine. Misuse of fire extinguishers results in a $50 fine plus restoration fee.

L. Door alarms and a computerized entry 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.

M. 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.

A. Excessive noise is not appropriate at any time. A student misusing any sound equipment will be asked to remove the equipment from the residence. Typewriters, word processors, computers and printers should be used with discretion and regard for others.

B. Musical instruments may be played quietly in the residence rooms until 11PM. Instruments which do not lend themselves to subdued tones may be played only in the practice rooms in the Fine Arts Building.

C. Televisions with extensive cable service are located in lounge areas within residence halls. Students, however, 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 VHS or DVD players in their room provided the movies viewed conform to the “Principles for Viewing Media” 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.

Regular Residence 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 Residence Life staff regarding community hours.

A. 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 Sunday through Thursday evenings, by 2AM Saturday morning, and by 1AM Sunday morning. For security and safety reasons, the residences are locked at these times each day.

B. Resident students may request an extension to curfew from their RD/RLC and must follow the permission/sign-out procedure prescribed by the RD. An extension is 1 and 1/2 hours 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

   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.

   Loss of ID should be reported to the RD and Student Development immediately. ID replacement cost is $11.

C. Resident students may not exit their residence complex after curfew without permission from the RD. Violations, which cause the door alarm systems to activate, will result in a $50 fine.

D. Resident students must sign out with the Resident Director whenever they plan to be away from campus overnight. There is one exception to this policy: Any student who wishes to visit the home of the opposite sex must receive a verbal or written invitation from the host family which should be filed in the office of the Associate Dean for Residence Life.

Visitation

A. Regular Hours

   Male residents may visit the lounges in the women’s residence halls at regularly designated hours as posted by the RD. The lounges of the men’s residence halls will only be open for female visitors on special occasions.

B. Open Houses

   Regularly scheduled open houses provide opportunity for visiting the residences of students of the opposite sex.

C. Exceptions

   Special visitation exceptions are approved by the RD.
Guests

A. All visitors and overnight guests in the residence halls must register with the Residence 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 Residence 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.

B. Resident students are responsible for the actions of their guests and are responsible to assure that proper procedures are followed.

C. The host or hostess is responsible for any charges incurred by his/her guest.