

# Asbury University

## Handbook for Community Life

### Letter from VP for Student Life

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 Life 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 participate in and contribute to life at Asbury. We want to be a community that reflects 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 Life team —

Dr. Sarah Thomas Baldwin  
Vice President for Student Life

# Asbury University Mission Statement

Asbury University, a Christian Liberal Arts University in the Wesleyan-Holiness tradition, equips students, through academic excellence and spiritual vitality, for lifelong learning, leadership and service to the professions, society, the family and the Church, preparing them to engage their cultures and advance the cause of Christ around the world.

## Community Life Statement

A community 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 that give shape to our community life. Asbury University is a community of learners in the Christian liberal arts tradition. Founded in 1890 upon the Wesleyan-Holiness tradition, Asbury University established its mission to prepare students—intellectually, spiritually and socially—to impact their world for Jesus Christ. This mission is demonstrated in the institutional motto: “Eruditio et Religio”; that is, “Learning and Religion.” Asbury’s 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.

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.” Put differently, God has gifted us with faculties of the mind (the intellect) hands (service) and affections (the heart)—and while the enterprise of deliberate Christian education will necessarily seek to cultivate each, we prioritize rightly ordered love as a basis for Christian discipleship. We believe that the essence of love is otherness. To love is to will the good of another.

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.

# The Nine Principles

The Nine Principles of Community Life at Asbury University clarify our values and fortify and support our community. These principles are characterized by three: the movement of Belong, Become and Be Set Apart.

## Belong

***Asbury University is a Transformative Community.*** We both affirm and practice a vibrant and earnest commitment to Jesus Christ as Lord and Savior with the Bible as the ultimate authority for our life.

***Asbury University is a Relational Community.*** A relational community wills the good of others by putting them first, creating a hospitable environment, holding one another accountable, and deliberately creating spaces for community development and celebration.

***Asbury University is a Respectful Community.*** We believe that all persons are made in the Image of God and, thus, have inestimable human worth and equal human dignity. As Christians, we believe that the Imago Dei is an inherent human quality that, while fallen, is the irreducible, non-transferrable essence of what it means to be a created being. We believe in the Christian posture of humility, loving kindness and hospitality toward all humankind who bear God's image.

## Become

***Asbury University is a Redemptive and Restorative Community.*** We believe we are embodied, embedded teleological creatures "created in Christ Jesus for good works, which God prepared beforehand to be our way of life" (Ephesians 2:10, NRSV). We seek practices that redeem, restore and renew us through God's grace, to His design for our lives.

***Asbury University is a Learning Community.*** We believe that our Christian tradition and doctrinal commitments give shape to our intellectual life. Compelled to "love the Lord with...all of our mind" (Luke 10:27, NRSV) —we seek to cultivate a "well-furnished mind."

***Asbury University is Holistic Community.*** Toward the end of forming our minds, hearts and hands—we believe that Christian education is for the body as well as the mind and, therefore, shapes our judgments, sensibilities and practices for living well.

## Be Set Apart

***Asbury University is a Community known for our Excellence.*** The value we provide to the professions, the church, or the common good through our effectiveness and excellence of service is a

significant opportunity to let our light shine before others so that they “may see your good works and give glory to your Father in heaven” (Matthew 5:16, NRSV).

***Asbury University is a Community known for our Integrity and Holiness.*** We seek to be people whose “yes is yes” and “no is no” (Matthew 5:37, NRSV). Our Christian faith and participation in a deliberately Christian community is a means of durable identity—telling us who we are, where our value originates, and what we should do regardless of time, place and context.

***Asbury University is a Community known for Service.*** We aspire to possess the self-emptying character reflected in “the mind of Christ” (Philippians 2:5, NRSV). Moreover, we seek to advance the Kingdom mission as humble stewards to serve and transform our world in favor of those around us—neighbor, widow, orphan and alien.

## Life Together at Asbury University

The Asbury University experience is an intentional and purposeful “life together” endeavoring to create space for the transformational work of the Holy Spirit. As a community, we share commitments that give us the best opportunity to care for each other, collaborate in our educational and transformational mission and challenge one another with redemptive and grace-filled accountability to grow in Christ. Community life standards are required of all undergraduate students who are enrolled full-time, part-time, online or commuters.

**Community life is about participation. Specifically, participating in an intentional community that makes meaningful demands of our lives so we might all *belong, become and be set apart.***

In I Corinthians 10, the Apostle Paul gives us a picture for thinking about Holy living and life together. While “all things” may be permitted, “not all things are beneficial.” Just because something can be done, it does not mean that it “edifies” the community. In addition to considering whether an act, practice, or policy benefits an individual as well as community members, we are called to “do everything for the glory of God” says Paul (I Corinthians 13:31, NRSV).

Given our conviction that community, in its mature expression, is about participation—students unwilling to comply with our community standards or students demonstrating attitudes or behaviors that are egregious and/or disruptive to the community may be asked to leave the institution.

## A Grace-Filled Community

A grace-filled community is a redemptive and restorative community. We recognize that “all have sinned and fall short of the glory of God” (Romans 3:23, NRSV). We are a community that addresses shortcomings in a pastoral manner—practicing forgiveness, restitution and restoration—and discerning appropriate support for one another in times of challenge. Students are encouraged to seek help and/or forgiveness from the community through confession to a coach, staff, or faculty

member. Students will receive grace, support and mentorship which may include accountability practices. The coach, faculty or staff member will notify the RD, AVP or VP of Student Life to create a “growth initiative” with the student.

## A Holy Community

A holy community is rooted in scriptural principles and time-honored practices for the sake of becoming more like Jesus, reflecting his character, and patterning the unity between God the Father and Christ the Son (John 17). We encourage one another and press on to have the mind of Christ Jesus for the sake of the body of Christ and the world we are called to serve.

### **Holy Practices**

We encourage one another to practice the fruits of the spirit of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control in our daily life with the help of the Holy Spirit (Gal. 5:22-23). We also encourage “wisdom from above”—characterized by being pure, peaceable, gentle, willing to yield, full of mercy, full of good fruits, no partiality and no hypocrisy (James 3: 17-18, NRSV). Finally, we desire to “seek the things that are above, where Christ is, seated at the right hand of God” (Colossians 3:1, NRSV).

### **Viewing**

We exercise Biblical wisdom and discernment in what we view by ourselves and with others. We avoid pornography, graphic sexuality, excessive violence and that which promotes or celebrates the demonic or the occult. Media displayed in common areas must be particularly respectful of the values of Asbury University.

### **Sexual Behavior**

We honor sexual behavior as part of the holy covenant of marriage between a man and a woman. Premarital, extramarital and same-sex behavior are not part of our community ethos. Read the [Asbury Sexuality Statement](#).

### **Pregnancy**

We recognize that each life is made in the image of God. Therefore, every person is worthy of dignity, honor and respect, born or unborn. Abortion is not encouraged or supported in our campus community. Because of the high value of the sanctity of life, students who become pregnant will receive the utmost care and support that is in the best interest of the child, mother and the community.

### **Celebration**

We are a community that celebrates together. One way we celebrate is through AU sponsored student dances. These celebratory occasions are permitted only with the express permission of the Vice President for Student Life. In addition, some forms of dancing choreography may be included in campus-sponsored dramatic presentations, musicals and “variety” shows as approved by the faculty/staff advisor of the event. Students who attend dances off-campus should dance in a manner that honors Christ and reflects the life of a serious Christian.

## A Holistic Community

A holistic community supports the growth of the whole person: mind, body and soul. We seek to find a balance of rest and work in our lives as part of our faith practice. We seek to grow a healthy body and mind by eating nutritious food, exercising appropriately and getting adequate sleep.

### **Sabbath**

We recognize that “keeping the sabbath” is a God-honoring way of giving us space for re-creation and leisure. Students are strongly encouraged to set apart the Sabbath Day (usually Sunday) for worship at local church and deliberate rhythms of rest.

### **Alcohol, Tobacco & Drugs**

We all play a role in creating a community that is safe and healthy for students and creates the best environment for academic, spiritual and relational endeavors. Therefore, we do not permit the use of any alcohol, tobacco, tobacco products, vaping, illegal drugs, or the misuse of any prescription drug. This prohibition includes the use or possession of any banned substance on or off campus.

### **Identity**

We define our core identity as being made in the Image of God. Other identities such as national, ethnic, vocational, relational, sexual or any other group does not characterize our core identity. Because our community and theological ethos shape our understanding of gender, we recognize biological sex at birth.

### **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.

**Weapons:** For reasons of safety, weapons are not permitted on campus or at University-related off-campus events without prior permission of the Assistant Vice President of Student Life. Weapons include but are not limited to firearms of any kind, fireworks/explosives, crossbows and knives with dangerous blades.

## An Honoring Community

An honoring community encourages healthy and respectful relationships. Members are expected to seek the interests of others above their own (Philippians 2:5, NRSV). Community members are expected to honor and respect those in authority in the institution, whether it be faculty members, student leaders, coaches or administration and staff members.

### **Words that Reflect Christ's Character**

In Matthew 11:29, Jesus says, "for I am gentle and humble in heart." This is the only time in Holy Scripture that Jesus describes his own character. Seeking to imitate Christ's character (1 Corinthians 11:1, NRSV), we commit to use our words in person and online to encourage and honor our community. We choose not to gossip (speak with intention to harm), lie or use vulgar or demeaning language (Ephesians 4:29, NRSV). Words or actions that are derogatory to another person, their characteristics, their background, or their religion have no place in this community.

### **Gambling, Theft, Vandalism**

Gambling, theft, vandalism and plagiarism are inconsistent with the Christian life, with respectful citizenship, and are not acceptable. 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 and respect they would give their own (Ephesians 4:28, NRSV). Students will be held responsible for vandalism or damage to property of others. This includes technological property of others such as computer files, voice mail, social media posts and smart phone usage.

### **Facilities & Keys**

As a community we respect the property of others. Community members should not enter facilities that are not their own or they have not been given access to. Keys should not be duplicated.

### **Local, State & Federal Laws**

We follow and honor Local, State, Federal Laws. 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; instances where we may echo Peter and the Apostles, "We must obey God rather than any human authority" (Acts 5:29, NRSV). In such cases, everyone would submit voluntarily to the civil penalty for

his or her behavior and said behavior would be reviewed within the University's disciplinary procedures.

### **Verbal Abuse, Hazing, Physical Abuse and Bias Incidents**

Any incidents involving verbal and physical abuse, including hazing in any form are unacceptable. Personal and group identity bias incidents, which may include demeaning language, slurs, name-calling, offensive terminology, cultural appropriation, or subtle insults, are not part of this community or the life of a Christian. In addition, discrimination against others based on race, national origin, sex, religious beliefs, or disability is not acceptable. View the University's [bias incident report process](#) and the [online report form](#).

### **External Speakers**

Students must obtain permission from a Dean, Associate Dean, Provost, Vice President of Student Life, or relevant Cabinet level officers before inviting an outside speaker to campus.

### **External Advertisements**

Students (or any community member or guest) must obtain permission from the Office of Student Life before posting posters or advertisements on campus that are nonspecific to Asbury University.

### **Public Demonstrations**

Permission must be obtained from the Vice President for Student Life at least 24 hours prior to conducting any public demonstration.

### **Disruption to Normal Campus Functions**

Students should refrain from activities or behaviors that disrupt normal functioning in the classroom, residence halls and across the campus.

### **Attire**

All community members are expected to be intentional in honoring the campus environment and one another in matters of dress. Respect for the academic endeavor is demonstrated by clothing that is presentable, neat and clean. Clothing should cover the body from shoulder to mid-thigh. Heightened expectations by Student Life and/or academic departments may exist when students officially represent the University or for special events and occasions (e.g., student teaching, presentations, internships, chapel platform leadership and recitals).

*Examples of clothing inappropriate for the Asbury University main campus and buildings:*

- *Swimwear*
- *Torn or ragged clothing*
- *Pajamas or sweatpants (both are permitted outside of class & chapel)*
- *Leggings or tights without a shirt of an appropriate length*
- *“Short shorts” and spandex/lycra shorts*
- *Shirts that are low cut, strapless, open at the sides, or show the midriff.*
- *Baseball caps and other sports hats (permitted outside of class & chapel)*
- *At all times clothing and other visible messaging should be without conflict with the character and values of Asbury University and honoring to the community.*

## Student Accountability, Discipline and Appeals

As noted earlier in the Community Life Statement, Asbury University is committed to a community life which is characterized by grace, restoration, redemption and accountability. We believe grace and accountability go hand in hand to achieve mature and responsible growth in individuals.

### 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.

### Accountability

Accountability in the Christian community should take several forms. First, everyone should present 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). Students may expect to be held officially accountable for the Holy, Holistic and Honoring standards of the Handbook by Resident Assistants, Assistant Resident Directors, Resident Directors, Student Life staff, coaches and full-time faculty members.

### 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. The work of community is to encourage one another to reflect a holy, holistic and honoring community together.

- **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 Resident Director, Associate Dean, or the Vice President for Student Life 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 accountability becomes part of the redemption process. The intention of these procedures is to draw one back into the community with the least disruption within the community. These formal procedures will be applied in a consistent and fair manner which will afford interaction between the individual and the institution.

**Process:** Generally, student discipline responses move from Warning to Probation to Suspension. However, flagrant disregard for the Holy, Holistic and Honoring way may result in immediate separation from the University. Students may expect that conversations will include the presence of their RD or Director of Commuter Life and the Assistant Vice President for Student Life. If desired, students may bring with them a support person that is a full-time faculty or staff member of their choice.

### **Formal discipline may include one or more of the following:**

- **Incident Notice:** A documented statement of the standard violated to make the student aware of the community policy or procedure.
- **Fines:** May be levied for community standard violations (plus restitution, if applicable). Fines are to be paid in cash.
- **Community Service, Essays, Education or Training:** Some accountability processes may include any and/or all these items.
- **Disciplinary Warning:** A disciplinary status in which the student is given specific terms by the Resident Director and/or Assistant Vice President of Student Life, which may include community service, mentoring, fines and/or a growth or behavioral contract.
- **Behavioral Contract:** A document that is an agreement of how certain behavior will be managed between the student and the University in order for the student to remain in the residence life program and/or a student.
- **Disciplinary Probation:** A disciplinary status which permits students to remain in school under specific terms designated by the Assistant Vice President of Student Life and/or the Vice President for Student Life. 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 Life or Assistant Vice President of Student Life which separates the student from the University for a specified period not to exceed ten class days. During a suspension, a student is to go home immediately (unless another option is approved) 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 Assistant Vice President or Vice President for Student Life 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 Assistant Vice President or Vice President for Student Life to separate a student from the University for at least one semester for disciplinary reasons.
- **Disciplinary Dismissal:** An action by the Assistant Vice President or Vice President for Student Life 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 Assistant Vice President or Vice President for Student Life. Refunds for tuition and/or housing and food are made in accordance with the Bulletin guidelines.

**Note:** In cases of dismissal, disciplinary withdrawal or denied re-enrollment, the Assistant Vice President or Vice President for Student Life must approve the student's readmission.

## 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 Assistant Vice President of Student Life, who will respond within one work week after receiving the appeal.
- **Discipline by the Assistant Vice President of Student Life** may be appealed to the Vice President for Student Life, who will respond within one work week after receiving the appeal.
- **Discipline by the Vice President for Student Life** 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 Life 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 Life.

### Presidential Appeals Committee

The Presidential Appeals Committee is the final authority for appeals that follow disciplinary action by the Vice President for Student Life. The committee is appointed by the President, and is of at least

3 faculty, administrators, or staff members. Occasionally, the President may call for a member of Student Government to serve on the appeals committee.

## General Policies and Procedures

The following section includes other non-academic, student life-related policies that are important for students to be aware of in relation to having a successful experience at Asbury University. This section of policies is not exhaustive nor meant to replace policies found in the [campus bulletin](#).

### 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. Students who withdraw from the University are generally expected to vacate University housing within 24 hours. Exceptions must be approved by the Assistant Vice President of Student Life.

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 Life or Center for Counseling.

### 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 (see options below). The purpose of the meal plan is to provide a balanced and sound nutritional diet in conjunction with a time of communal gathering.

- **20 Meal Plan** provides students 20 meals per week (no meals carry over)
- **205 Block Plan** provides students 205 meals per semester. Students can share these meals with their friends and family (may use up to 5 meals per meal period).
- **14 Meal Plan** provides the student 14 meals per week (no meals carry over)
- **160 Block Plan** provides students 160 meals per semester. Students can share these meals with their friends and family (may use up to 5 meals per meal period).

Students who live in the Aldersgate apartments have the option of choosing any of the meal plans listed above or choosing from a plan listed below.

- **7 Meal Plan** provides the student 7 meals per week (no meals carry over)
- **90 Block Plan** provides students 90 meals per semester. Students can share these meals with their friends and family (may use up to 5 meals per meal period).

With each meal plan, students have the option of purchasing Eagle Bucks to spend at different locations on campus, including the Bistro and the coffee shops.

Asbury understands that some students may have extenuating circumstances that warrant an exception to the meal plan requirements. Students who meet one or more of the criteria listed below can apply for a 7-Meal Plan:

- Students who eat with parents, close relatives, or a legal guardian
- Students whose meals are provided as part of their work agreement.
- Students who are student teaching
- Students whose work and class schedules conflict with the meal schedule
- Students who have documented medical concerns certified by the University physician.

If a student feels he/she meets one or more of the criteria for an exception, an application can be submitted to the Assistant Vice President for Business Affairs. The application must be filed at least one week before the beginning of the semester to avoid a late filing fee. 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. Applications are available in the Student Accounts Office and the Business Affairs Office. 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 misconduct policy, etc. The objective of the SCP 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.

### **Informal Complaint Process**

If a complainant(s) is not willing or able to address the issue with the other party involved and would like to have assistance resolving a complaint while remaining anonymous, student voices and concerns may be represented anonymously through the Assistant Vice President or Vice President of Student Life to other departments on campus. The student voice or concern will be represented and if there is a resolve/response, it will be shared with the student.

### **Formal Complaint Process**

If the complainant is not satisfied or not willing/able to address the issue with the other party, a formal process may be initiated. All formal complaints must be in writing. Students may choose to use the official [Asbury University Student Complaint Form](#), which is available online and in the Office of Student Life or send it through an email or other written document. Complaints should be filed during the semester of occurrence but no later than 30 days after the end of the semester. Process and procedures for the complaint resolution are available in the Office of Student Life.

## **Information Technology Services Memorandum of Understanding**

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 email, 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**

Email 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 email, 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 are 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 using 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 email to [helpdesk@asbury.edu](mailto: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 Life, the VP for Business Affairs and the Provost.

### **Media Policy**

Please be advised that your presence on this campus as a part-time or full-time student, faculty or staff constitutes your permission to Asbury University to use your likeness in photography or videography for promotion/advancement of the University and press releases for the University. If you have a concern in this regard, please contact the Office of Strategic Communications at [strategic.communications@asbury.edu](mailto:strategic.communications@asbury.edu).

### **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 life personnel or campus security immediately. Complete procedures, including indicators used in determining if a student is missing, are available in the Office of Student Life or Safety & Security.

## Non-Discrimination Policy

Asbury University does not discriminate based on 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 based on religion in the admission of students and student access to educational programs. The Director of Human Resources and Risk Management ((859) 858-3511, x2357) 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 Assistant Vice President of Student 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 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 Student Accounts Office and Business Affairs Office and linked below as a PDF. A dependent student must submit a letter of support from his/her parents with his/her application.

[Application to Live Off Campus](#)

## [Application for Reduced Meal Plan](#)

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.

## Title IX Sexual Harassment Policy

Asbury University is committed to providing an educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment, as defined in this policy and as otherwise prohibited by state and federal statutes. Sexual harassment, including acts of sexual assault and sexual violence, is a form of sex discrimination and is prohibited at Asbury University. This prohibition against discrimination based on sex applies to all students, faculty and staff, to other members of the Asbury community, and to contractors, consultants and vendors doing business or providing services to the school.

The complete Asbury University Title IX Sexual Harassment Policy, which includes harassment, assault, dating and domestic violence, stalking and sexual exploitation, is available on the [Title IX page](#).

## Students' Role in Decision-Making

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

### **Asbury Student Congress**

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
- Student Intercultural Program 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.

### **Faculty Standing Committees**

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)
- Student Community Life Committee (voting members)
- Cross Cultural Experience Committee (voting members)
- Enrollment Advisory Committee (voting members)
- Learning Resources Committee (voting members)
- Liberal Arts Council (voting members)

### **Special Purpose Committees**

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, they may make recommendations to the appropriate the Provost for Faculty Assembly consideration. The following Special Purpose Committees have student representation:

- Athletic Advisory Committee (2 voting members, both student-athletes)
- 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)

### **Faculty Assembly**

The composition of the Faculty Assembly is established in the Faculty Manual (300.4) and provides for the inclusion of the Student Body President or designated representative (300.4.1.3) as a non-voting member. In accordance with the Faculty Manual, the "student representative may participate freely in the meetings by speaking to issues, asking or answering questions, or commenting on proceedings" (300.4.2 A).