

2015-2016 STUDENT HANDBOOK

Traditional Undergraduate Program



OHIO CHRISTIAN UNIVERSITY

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STUDENT HANDBOOK

Student Responsibility for Items in the Handbook

Each student is responsible for their behavioral expectations and all policies set forth by the University. All students should be familiar with and abide by the content listed in the following pages. Students may obtain a copy of the handbook by visiting <http://www.ohiochristian.edu/student-development>.

Right to Amend

The Ohio Christian University Student Handbook is overseen by the Student Handbook Committee and is revised annually by the committee. Final approval and amendments to the content of the Student Handbook resides with the President's Administrative Council and by the Ohio Christian University Board of Trustees. Amendments take immediate effect upon general notification to the student body.

How to Use Your Student Handbook

This handbook provides general program information and University policy for awareness, student life navigation, and student rights and lifestyle standards.

The following pages are broken down into key areas for quick reference and communication: Spiritual Life, Campus Life, University Policy, University Offices, and General Information.

Students who have specific questions regarding the Student Handbook may speak with the Student Body President or Director of Student Life.

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UNIVERSITY OBJECTIVES

CHAPTER 1

Mission Statement

Ohio Christian University prepares students to serve effectively in the church and society by providing holistic, Christ-centered, biblically integrated education in the Wesleyan tradition.

General University Objectives

Upon graduation from Ohio Christian University the student should:

- Exhibit a commitment to holy living under girded by an understanding of Wesleyan holiness theology
- Possess career goals in accord with one's calling in life with special attention given to ordained and lay ministries
- Demonstrate a commitment to ministering to the spiritual, physical and social needs of others
- Affirm the Bible as the only infallible guide for Christian faith and practice
- Embrace a Christian worldview predicated on a working knowledge of contrasting philosophical and religious views
- Exhibit college level competency in core general education subjects requisite for life-long learning

Conceptual Framework

Ohio Christian University utilizes a Conceptual Framework to develop each student into a Christian Servant Leader through three areas of their life: Leadership, Character, and Servants Heart that empower the student to experience a Holy Transformed Heart seeking to love God and love his people.

Students will begin seeing their Christian worldview shaped by the development of relationships, moral & ethical strength, an attitude of compassion, love for people, selflessness, humility and passion that is motivated into action. Through this students will experience a transformation of life into a fully devoted follower of Christ experienced through a spiritual rebirth.

University Lifestyle Statements

Ohio Christian University believes that our life purpose is to bring praise and honor to our Lord Jesus Christ. These statements are the general guide for lifestyle concerns for the entire University Community:

- We believe that the Word of God is the inerrant revelation for Christian faith and personal behavior and the Lordship of Christ in the life of the believer is the guiding principle for the University Community.
- To "love the Lord with all your heart and your neighbor as yourself" (Luke 10:27), is both a demanding and privileged responsibility. This unselfish, Christ-like love can be the motivation for lifestyle and certainly is the evidence of holiness and sometimes requires setting aside certain personal rights for the good of the community. Respect for authority is a natural result of this commitment.
- The ideals of holy living require that members of the community practice discretion and restraint in the choice of entertainment, use of leisure time, and associations with others, socially and in organizations. (I Cor. 10:31) In response to Divine truth, certain practices are forbidden by Scripture and others require restraint and control to avoid offense and harm to the Body.
- Attitudes such as greed, jealousy, pride, lust, bitterness, covetousness, hostility, an unforgiving spirit, and prejudice are condemned by scripture. The university community seeks to eliminate these attitudes as evidenced in speech and action, and to see them replaced by godly attitudes appropriate to the mature Christian (Philippians 2: 5-7).
- Ohio Christian University has chosen to adopt certain practices that contribute to an environment appropriate to its mission and goals. We are advised to occupy ourselves with virtuous pursuits. Right thinking about the noble things in life lead to godliness in thought, speech and action (Philippians 4:8).

UNIVERSITY POLICIES

CHAPTER 2

Ohio Christian University has adopted varying policies designed to address the safety and well-being regarding areas of campus and student conduct. Each of these policies are laid out and addressed in this chapter. These policies are authorized by the President's Administrative Council and administered by University Personnel.

Counseling

The Office of Student Development has established partnerships with several counseling facilities in the Pickaway County area and on campus to serve as a referral system for students. Students that are seeking professional counseling may contact the Director of Student Life to receive this list of contact information.

Financial Responsibility

It is essential that you maintain a positive testimony regarding finances. When you sign your financial agreement this means you pledge to faithfully pay your bill. The university reserves the right to take whatever steps are necessary for those who default on payment. Ohio Christian University's Student Financial Aid Program serves the majority of the student body through scholarships, grants, campus employment, and loans. Any student in need of help should contact the university Financial Aid Department.

Firearms and Explosives

There will be no discharging of firearms, weapons or explosives of any kind on university property. "Firearms/weapons" include rifles, shotguns, air rifles, BB/pellet guns, slingshots, paintball, and bows & arrows (exceptions can be made for students enrolled in a University approved archery course). Additionally, personal defense items such as tasers and stun guns are not permitted on University grounds. The University may confiscate firearms to maintain the safety of the campus and its residents. All weapons listed above are absolutely prohibited on University grounds at all times.

Student Identification Cards

Students are issued an OCU identification card prior to the start of classes. This card provides the student with access to their respective residence hall, the dining commons (provided the student has a meal plan), access to library services and other campus related functions. Students should keep their identification card on their person at all times and are not permitted to allow other students to carry or use their ID. Students who do so will be subject to disciplinary action.

Sexual Impropriety

Engaging in or the appearance of indiscreet or offensive sexual behavior is unacceptable and prohibited. Members of the opposite sex discovered in a student's room during non-Open Hall hours may be charged with sexual impropriety. This may include but is not limited to instances when doors are closed, lights are off, and students are not fully clothed. These incidents will be addressed through the Student Conduct Process.

Internet Access

The University encourages students to use technological advances to enhance their personal educational experience. The computer lab allows all students access to the internet.

The University has provided a system whereby students can access the Internet from their rooms via the University server. Since the university provides internet access for residence halls, residents are not permitted to access the internet through any other source from within the residence halls.

The University reserves the right to restrict students from accessing internet sites that are pornographic in nature or in any way not consistent with the standards of Ohio Christian University. The University further reserves the right to monitor, randomly or systematically, individual or network use of the internet. Violations of policy will be handled through the Student Conduct Process.

Social Networking Policy

It is imperative that each student realizes the importance of using discretion when utilizing social network mediums such as Facebook, Twitter, and Instagram. Students are strongly encouraged to use the strongest privacy settings to prevent people from accessing personal information. Additionally, students must realize that they represent Ohio Christian University at all times. Content put on the internet can have negative consequences regarding status as a student, professional opportunities and other goals. Students who have complaints or concerns should utilize the appropriate method for submitting letters of complaint explained in the Student Handbook.

Furthermore, the University has established the following Social Networking Policy for all University representatives:

- Purpose - Social networking services (i.e., Facebook, Twitter, Flickr, etc.) provide a means of reaching many students and constituents in a way that they welcome and even invite. For this reason, Ohio Christian University (OCU) must seek ways to harness the power of social media while maintaining a degree of consistency and control over how social networking is used.

- **Scope** - This policy applies to all official OCU social media presences. It is important to note that due to the nature of social networking services, it is impossible for OCU to fully control what is posted on social networking services if that content is not created by an employee or agent of the University. With this in mind, OCU should and can control the content posted to social media services by employees and authorized agents.
- **Definition** - Social Networking Services are internet-based services or sites that allow individuals or organizations to share views and connect with other individuals or organizations. Examples of social networking sites include Facebook, Twitter, Flickr, and LinkedIn.
- **Approval**
 - Before creating an official OCU presence on social networking service(s), employees must obtain the approval of their vice president.
 - Student groups must obtain the approval of the Vice President for Student Development.
 - In order to obtain approval the individual must submit a document describing the objective for creating the social networking presence as well as a description of the types of content and information which will be shared.
- **Content**
 - When creating a social networking presence all content including content posted by visitors must be consistent with the guidelines and spirit of the OCU Student Handbook. The creator of the social networking presence is responsible for reviewing all posted content and removing inappropriate content.
 - The title of the presence must include "Official." For example, "Ohio Christian University (Official)."
 - OCU logos and other graphics must be consistent with those on the OCU web site so that the OCU brand is protected. The OCU Webmaster will be available to provide logos and address questions related to maintaining a consistent OCU image.
- **Access and Permissions**
 - All social networking presences must be owned by the department. This means that in addition to the individual responsible for updating the content, the department's vice president must also have access to the site.
 - The Webmaster must also be provided with administrative access to all social networking services. The Webmaster will not visit social networking sites regularly to review content; however, he or she must be equipped to address concerns if concerns are expressed.
- **Responsibilities** - It is the responsibility of each department to maintain social networking presences so that they remain consistent with the standards of OCU both in terms of the appearance and appropriateness of the content.

Media Guidelines

It is the policy of the University that all forms of public media (i.e. television, newspaper, radio, websites) who wish to interview any member of the University be referred to the Office of the President with their comments or questions.

Entertainment

In the Christian community there are some forms of entertainment that are considered questionable and/or inappropriate. The university requires members to refrain from the viewing of unwholesome and unprincipled drama whether at the movie theatre, the live theater, on television, or electronic media. Members should also refrain from listening to or participating in music that makes use of indecent/degrading lyrics or promotes an undesirable emotional/physical response. It is understood that attendance at dance halls, bars and nightclubs will not be acceptable for the students of the University community.

Television viewing is a privilege extended to the resident students; however, the University reserves the right to restrict television viewing in the halls and other University facilities.

Videos or DVDs containing pornography, coarse language, adult humor, adult situations, nudity and excessive violence are prohibited. This includes ratings of R, NR, and X, as well as PG-13 when content listed above is present. Additionally, video games rated Adult Only (AO) and above are prohibited. Violations will result in disciplinary action which may include forfeiture of viewing privileges and/or confiscation of the unit or media.

Students are expected to keep the volume down on listening devices so that the noise does not distract other students. If the noise or music can be heard in the hall or other rooms with the door closed, it is too loud. Students are encouraged to use personal earphones.

Personal music choice should be consistent with the mission and standards of Ohio Christian University. Music that contains suggestive or coarse language is not permitted at campus sponsored events, in residence halls, or anywhere else on campus.

Nondiscrimination Policy

Ohio Christian University admits students of any race, color, nationality, ethnicity, or handicap to all the rights, privileges, programs, and activities generally available to students at the school. It does not discriminate on the basis of race, color, sex, nationality, or ethnicity in administration of its educational policies, admissions policies, scholarship and loan programs, as well as athletic and other school-administered programs.

In conformity with the pertinent requirements of Title IX of the Education Amendment of 1972 enacted by the Congress of the United States, Ohio Christian University does not within the

context of its religious principles, heritage, mission, or goals discriminate on the basis of sex in the area of employment, admission, educational programs, or other activities.

Ohio Christian University complies with all federal and state non-discrimination laws and is an equal opportunity institution. The University reserves the right to, and does, maintain student educational and behavioral standards, as well as standards based upon religious considerations consistent with its role and mission.

Student Housing Visitor Policy

Students are not to visit a room, apartment, or home on campus of a single student of the opposite sex alone without proper permission from the Director of Student Life. Violations may lead to loss of housing privileges. The host is responsible for the conduct and whereabouts of his/her guests.

Personal Property

The University will exercise reasonable precautions to protect personal property left on campus, but cannot assume responsibility for the loss of money, valuables, or other personal property. Please report all losses to the personnel in the Office of Student Development. It is the student's responsibility to initiate contact with local authorities if deemed necessary. Personnel within the Office of Student Development can provide contact information if requested.

Policy on Children in the Classroom

Due to the various disruptions and distractions (whether real or potential) associated with the presence of children in the classroom setting, no children will be permitted to accompany faculty or students into University class sessions. Faculty and students will either need to make appropriate arrangements for the care of their children by others, or utilize their allowable class absences to care for their children themselves in emergency situations.

Possession and Use of Tobacco and Controlled Substances

The possession and use of alcoholic beverages of any description, non-medical narcotics, or hallucinogenic drugs, including marijuana, is completely and strictly prohibited on the campus of Ohio Christian University, denominational property, or by any student of the University. Those in violation risk immediate dismissal and will be subject to civil penalty as well. All tobacco is prohibited on the University campus and denominational grounds at all times. It is expected that any student that has a habit of tobacco use will make every effort to quit. Counseling and other assistance is available. The University reserves the right to enforce accountability guidelines when deemed necessary. Ohio Christian University is a drug, alcohol and tobacco free environment.

Sexual Harassment and Child Abuse

The University will not tolerate sexual harassment or child abuse by any member of the university community. A student should report any incident to the Vice President for Student Development or the University President. See the Office of Student Development for details of the University policy.

Visitors Policy

The University reserves the right to limit or forbid the visitation privileges of any person. Visitation may be restricted if a person's presence on campus is threatening or in any way upsetting to any member of the university community, or limits the effectiveness of job performance of any employee. It is entirely within the University's rights to demand that said persons remove themselves from campus or be removed by the authorities. After being informed that they are to leave, individuals must seek permission from administration if they wish to return to campus at any time. The visit, if granted, will be limited.

SPIRITUAL LIFE

CHAPTER 3

Spiritual Life is a priority at Ohio Christian University. We believe that private and public worship are necessary for full spiritual development and are a vital element in your Christian College education.

Objectives

As a result of participating in Ohio Christian University Spiritual Formation a student, should:

Know:

- There are a variety of ways that God can be experienced and worshiped
- The reality of God's presence in our lives
- The fact of sins forgiven and the Holy Spirit's heart cleansing power in personal relationship with Christ
- That spiritual formation is a life-long process

Understand:

- It is not necessary to choose between faith and reason
- There is the necessity to integrate faith with everyday life in a Christian Worldview
- The college is a community of believers who are responsible to each other for spiritual growth and development

Be Empowered:

- To utilize methods modeled in Chapel and in Small Groups in one's personal ministry
- To engage in meaningful field ministry and other ministry opportunities
- To be a better Christian, student, and citizen

University Chapel

Chapels are held regularly on Tuesday and Thursday with some special chapel events held through the week on occasion.

University Chapel is the time for the entire college community to meet together in a structured time of worship. This time is the integration point of spiritual, academic, and community life

Spiritual Formation Credits

All students are required to achieve required Spiritual Formation Credits regardless of academic hours for the fall and spring semester. Commuter students enrolled for twelve or more hours in the fall and spring semesters are required to earn Spiritual Formation Credits. Commuting students

that do not attend class's everyday are required to earn credits based on their days of attendance and their class schedule. If a commuter student does not fall into the 28 credits required category, they must complete a Corporate Worship Exemption Form with the Spiritual Formation Department. Commuters will be required to earn credits based on the days they have class directly before or after chapel. This form must be submitted within ten days of the beginning of the semester and is not official until written approval is returned to the student. A Corporate Worship Exemption Form may be submitted as soon as the student's schedule is set for the semester. Post-Secondary students are not required to earn credits.

Failure to obtain the required credits will result in monetary fines and/or other disciplines.

Students will be notified of their Spiritual Formation Credits through the students' OCU online learning platform. Students have five business days from date of absence to appeal the accuracy of Chapel Attendance Records. A cumulative account of credit will be posted at the end of each semester as well as any fines incurred due to failure to meet required credits. There will be no other contact regarding Spiritual Formation Credit status. Students who wish to appeal the accuracy of Corporate Worship credits may do so by filling out an Accuracy Petition with the Spiritual Formation Department.

Spiritual Formation Credit Requirements

All resident students, and commuters with class before or after Chapel, are required to earn 28 Spiritual Formation Credits.

Commuter students may fall into one of the two following categories and must complete a Corporate Worship Exemption form with the Spiritual Formation Department to receive the required amount listed below:

- Commuters who are only able to attend one Chapel per week are required to earn 14 Spiritual Formation Credits
- Commuters who do not have class on Tuesday or Thursday are required to earn 10 Spiritual Formation Credits

All categories noted below are open for students to choose how they want to earn their credits.

Spiritual Formation Categories/Experiences

- *Corporate Worship*: includes morning chapels, selected evening chapels, selected Global Cafe events, spiritually formative programs (1 credit per service)
- *Small Groups*: Must have 80% attendance to receive 8 credits: based on 12 scheduled meetings. For leading a Small Group, the leader will receive 2 additional credits. Commuters are encouraged to engage in Small Group participation, those interested can

Speak with the Commuter Relations Coordinator or Small Group Coordinator in the Office of Student Development.

- *Service Projects*: sponsored by organized campus ministries and approved in advance by Spiritual Formation Committee (Maximum of 3 can be earned)
- *Mission Trips*: sponsored by recognized mission organizations and approved in advance by Spiritual Formation Committee. (Maximum of 5 credits can be earned)

Any student that does not meet the credit requirement will be subject to all of the following applicable restrictions:

- Any student that fails to meet the requirement of 28 Spiritual Formation Credits will be fined \$15 for each credit below 28. Example – 18 of 28 credits earned results in \$150 fine.
- Students who earn 14-19 Spiritual Formation Credits during a semester, when required to earn 28, results in Spiritual Formation Probation for the following semester.
 - Spiritual Formation Probation consists of the following:
 - Loss of Curfew Exemption (Upperclassman return to a freshman curfew. Freshmen curfew becomes 10 PM on Sunday – Wednesday, 12 AM on Thursday – Saturday)
 - Declared ineligible for intercollegiate athletic participation
 - Declared ineligible to participate on the Student Government Association
 - Declared ineligible to lead a Student Club
 - Declared ineligible to participate on a Chapel Worship Team
 - Commuters who are required to earn 14 Spiritual Formation Credits are placed on probation for earning between 8 and 9 credits, and students who are required to earn 10 Spiritual Formation Credits are placed on probation for earning between 6 and 7 credits.
 - Students who earn less than 14 Spiritual Formation Credits during a semester, when required to earn 28, will be dismissed from the University for the following semester. Students who are required to earn 14 will be dismissed for earning less than 8 credits, and students who are required to earn 10 will be dismissed for earning less than 6 credits.
 - To be removed from probation; a student must earn their full required amount of Spiritual Formation Credits in the semester they are serving probation. Failing to do so will result in dismissal for the following semester.
 - A graduating senior must maintain good standing with their Spiritual Formation Credits. Failure to do so will result in the students' diploma being withheld until

satisfactory requirements are met as assigned by the Director of Spiritual Formation.

- Each student will be responsible for keeping record of their own Spiritual Formation Credits. Students have the ability to check on the number of Corporate Worship Credits on their OCU online learning system or at the Spiritual Formation Department. Ignorance of the Chapel Attendance policies or failure to meet Corporate Worship Credit requirements does not excuse potential assessment of monetary fine or other penalty. Students have 5 business days following the last Chapel of each semester to appeal any credit penalties. All fines must be paid before transcripts or diplomas will be released. All fines must be paid at the Business Office.
- Corporate Worship make ups are not permitted or accepted, except for graduating seniors.
- At the end of each semester, each student is assigned a satisfactory or unsatisfactory record for completing the Spiritual Formation program for the semester that is listed on the transcript.
- All requests for consideration of circumstances or other appeals not covered by these guidelines will require action by the Spiritual Formation Committee.

Chapel Attendance Check System

Students must have their Student ID cards to record their Chapel Attendance. A student not presenting his or her ID will receive one tardy.

A student will be counted tardy if they arrive at Chapel after the service has begun. For every four late arrivals a student accumulates within one semester, they will have one Corporate Worship Credit removed from their earnings. Students arriving more than 5 minutes late for Chapel or leaving Chapel early will not receive credit.

Chapel Conduct

Students are expected to maintain conduct that is appropriate for worship. Inappropriate conduct includes excessive talking and other disruptive behavior, physical contact (PDA), studying, sleeping, using cell phones, etc. Disciplinary action may result including the loss of a Corporate Worship Credit.

Church Attendance

Attendance at a local church on a regular basis is an indication of spiritual growth and maturity and is expected of our college family. All students are welcome and encouraged to worship at

University Church here on campus.

Regardless of where students attend church, they are expected to participate in activities as part of the Body of Christ and to attend church on a regular basis

Harmonious Worship Guidelines

Ohio Christian University is thoroughly committed to the Wesleyan Arminian interpretation of the Scriptures. This theological position mandates this stance on glossolalia: We accept the Biblical record of glossolalia as reported in Acts and I Corinthians. The gift was given as a means of communication: "Every man heard them speak in his own language" (Acts 2:6). The Apostle Paul considered glossolalia as the lesser of the spiritual gifts (I Corinthians 12:28-31). Since the gift is a manifestation of the Holy Spirit, the gift is not to be sought but is the prerogative of the Holy Spirit. There is Biblical evidence that speaking in tongues is not a prerequisite to the baptism of, or being filled with, the Holy Spirit.

Therefore, Ohio Christian University feels a responsibility to students, parents, pastors, churches, and denominations which send students to us. Consequently, we have adopted the following policies:

- No student shall engage in the use of tongues speaking or prayer language in the presence or within the hearing of any other member of the University.
- Group prayer meetings or Bible study sessions are not permitted to engage in the practice of tongues speaking or prayer languages anywhere on the university campus. University sponsored small groups should follow these same guidelines anytime and anywhere they meet.
- Ohio Christian University does not encourage or promote the act of speaking in tongues or prayer languages. These policies are in place for the existence of harmonious interaction among students.
- In Christian love, we urge all who cannot walk according to our policies to associate themselves with a school harmonious to their own convictions.

CAMPUS LIFE

CHAPTER 4

STANDARD OF DRESS

The reasonable standard Ohio Christian University desires to maintain for its developing leaders is a neat and modest appearance which projects self-confidence, maturity, and high academic expectations. We desire to present students as developing professionals to win the confidence of those we seek to serve. Since fashions and apparel fads change constantly, the standard of dress is intended to maintain modesty and also a standard that does not draw attention to one's self or create a distraction or hindrance to members of the opposite gender.

The standard of dress applies to all campus resident, commuter, and PSEO students while on campus, during all academic sessions. Faculty, staff, and Student Life personnel are empowered by the University to mandate adjustments on the part of students whose apparel or grooming are considered inappropriate for activities of the university.

Modesty Guidelines

In keeping with standards of positive righteousness, students must be aware of the manner in which clothing may occasionally be too revealing. Please take care to wear clothing that does not reveal the upper or lower midriff, chest area, or undergarments at any time.

For example, this type of exposure may become a particular problem when females or males are kneeling at the altar or bending over for any other reason. Students are required to dress in a manner that eliminates this possibility. Clothing should not reveal or expose the midriff or abdomen, back, or chest. Tight fitting apparel is often more revealing than is acceptable and are not permitted to be worn on campus.

General Guidelines

Students must be properly clothed at all times, and maintain an appearance of professionalism. Additionally, ladies are asked to use cosmetics and jewelry conservatively. Women are permitted to wear earrings; men are not permitted to wear earrings at any time. Jewelry involved with body and facial piercing are prohibited for both genders.

A man's hair and facial must be kept neat and trim and must not be in a ponytail.

Extremes in hair styles and dye colors that do not occur naturally in humans are prohibited (blue, green, pink, etc.).

Clothing with writing not consistent with the Lifestyle Statements of Ohio Christian University, t-

shirts with holes, and pants with holes are not to be worn by either gender to Chapel, or lunch.

Dirty, ragged, patched, faded clothing, or clothes intended as undergarments are not to be worn outside of the students' room.

Hats and caps are not permitted to be worn during University Chapel. It is proper etiquette to remove one's hat while eating a meal or during prayer.

Some student organizations or ministry groups such as Chapel Ministry Teams, choir, travel groups, athletic teams, academic programs, etc. may require participants to adhere to a more strict standard of dress; students should comply with these requests.

Professional Dress Days

Professional Dress Days are predetermined days where students are notified through a variety of communications, including email, to dress professionally. On these days men are to wear collared shirts, dress pants, and dress shoes; women are to wear dresses or blouses with pants or skirts and shoes.

Collarless shirts are not appropriate on these days.

Semi-Formal/Formal Attire

This attire should be worn to designated campus events as directed by the Administration or student organizations.

Men's attire should include dress shirt with tie, a coat or sweater, dress slacks and dress shoes. Men are encouraged to wear more formal attire such as tuxedos, suits, or dress jackets to certain campus events.

Ladies dress should be appropriate for Sunday church services. Ladies are also encouraged to wear more formal dress wear for special campus events. Women's gowns should emphasize modesty and not sensuality. Strapless, spaghetti straps, deep open backs, low cut fronts and high slits are not appropriate for these occasions.

Classroom and Chapel Attire

During these times men are to wear shirts, pants, and shoes. Additionally men are permitted to wear the following items:

- Athletic pants
- T-Shirts (consistent with the General and Modesty Guidelines)
- Jeans

During these times women are to wear pants, shirts, blouses, and shoes. Additionally women are permitted to wear the following items:

- Capri pants (mid-calf length)
- Skirts (hemlines no more than 2 inches above the knee, including slits)
- Leggings (provided an appropriate skirt is worn outside the leggings)
- Athletic pants

Regular Attire

Outside of the classroom and chapel students are permitted to wear the following items, provided they meet the General and Modesty Guidelines of the Standard of Dress:

- Shorts (hemlines no more than 2 inches above the knee)
- Finished sleeveless shirts (the shirt opening must not expose the chest, abdomen, or midriff)

Students are required to wear shoes in all campus buildings and are encouraged to wear shoes while on campus grounds and outdoor common areas.

Clothing Restrictions

Several items of clothing are not in keeping with the General and Modesty Guidelines of the Standard of Dress and are not permitted to be worn at any time on campus. However, some items of clothing are permitted if they are properly covered to meet these guidelines, for clarification students may speak with a member of the Student Life Department. The following statements explain these expectations:

- Tank tops, cut-off shirts, spaghetti strap shirts, and camisole's are not permitted to be worn unless properly covered
- Shorts are not permitted to be worn to class and University Chapel.
- Spandex clothing including bike shorts, yoga pants, leggings, and tights, are not permitted to be worn unless properly covered.
- Sheer or see through clothing is not permitted unless the proper amount of clothing is worn to prevent seeing undergarments.
- Low cut shirts and shirts that expose the midriff or chest are not permitted.

HOUSING AND RESIDENCE LIFE

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Ohio Christian University is a residential university that believes in the many benefits derived from living in a university Residence Hall. Therefore, all single students, maintaining at least nine credit hours per semester, which are not living with immediate relatives, are required to live in University provided housing. Furthermore, all residents are required to participate in a University meal plan

and sign a Residence Hall Housing Contract.

The following individuals will not be allowed to reside in the Residence Halls without special permission from the Director of Student Life:

- Students who are married
- Students who do not turn 18 years of age within their first semester of traditional classes
- Students 28 years of age or older at the start of the semester
- Students taking less than nine hours
- Post-Secondary Enrollment Option Students
- Children
- Students not receiving any of their twelve hours from the traditional program (i.e. online and independent study)
- Any student no longer attending classes will not be allowed to remain as a resident in campus housing

Residence Hall Staff

Residence Halls are managed by the Director of Housing and Residence Life. The director handles administrative duties as well as community and minor disciplinary issues. Additionally, the director is there to assist and coach students on an individual basis, as needed.

Each Residence Hall is staffed by an Assistant Resident Director (ARD). The ARD works under the direction of the Director of Housing and Residence Life and monitors the upkeep of the building as well as maintaining the collective community of the hall.

Resident Assistants (RA) work under the direction of the building ARD. Resident Assistants are available to assist students with various needs and to maintain order in campus life. Students are expected to immediately respond appropriately to any directions given by Residence Hall Staff.

General Residence Hall Policy

The University retains the right to assign students to their particular rooms and roommates. A student has the right to request a roommate, yet the final decisions in these matters are made by the Director of Housing and Residence Life.

Residence Hall Attire

In view of the possibility of the occasional unexpected guest or visitor coming into the hall, to avoid embarrassment, show personal modesty, and respect for other persons in the Residence Hall, students are required to wear a robe when not otherwise properly dressed. Any form of public nudity is not permitted and will result in disciplinary action.

Private Rooms

Students desiring a private room must make the request, in writing, on the Residence Hall Housing Contract. Those who are granted a private room will be charged an additional Private Room Fee per semester. Permission will be granted on the basis of individual need, class rank, and available rooms.

Keys

Keys will be assigned to the student at the time of check in to the Residence Hall. If a key is lost or damaged, a \$50 fee will be charge to the student. The keys for University facilities are never to be duplicated by students.

Room Furnishings

Rooms are furnished with bunk beds, desks, chairs, dresser, closet racks, ceiling lights, and blinds. These furnishings are not to be moved from one room to another without permission from the Assistant Resident Director.

Personal decorations and furnishings must be appropriate to the mission of the University, if certain items are found to be inconsistent with the moral standards of the University authorized persons may remove these items.

The University is not responsible for the loss or damage of personal property of students in any building or on University property. University insurance covers university structures only. Students' belongings may be covered by their parent's homeowners/renters/auto policies. Check with your insurer.

Occupants of a room are responsible for damage to the room furnishings and structure inflicted either by themselves or others.

Pets

Resident students are not permitted to have pets in the Residence Halls. Students found with pets in the Hall will receive carpet cleaning charges and non-compliance charges.

Electrical Devices

Due to state fire codes, care is to be taken when using electrical devices in the rooms. Electric space heaters, halogen lamps, candles and candle warmers, deep fryers, hot plates or any appliances with an open heating coil; such as a toaster are prohibited. Extension cords are prohibited as well. However, students may have a power strip that is equipped with a surge protector and reset switch.

Room Inspection

Residence Hall rooms are inspected weekly during a time designated by the Assistant Resident Director. Every room should be kept orderly and clean at all times, and decorated in keeping with Christian principles. Students who fail two consecutive Room Inspections will receive a charge.

Students that reside in the University's independent living halls (Terrace Hall and Town House's) are not inspected on a weekly basis. However, students that reside in these building that fail to maintain a clean and orderly room will be subject to disciplinary action, including but not limited to relocation to a community building.

Search and Seizure

University officials reserve the right to enter a student's room without consent when circumstances dictate. Example of Search and Seize circumstances may include but are not limited to the following:

- If it is believed that a federal, state, or university regulation is being violated
- If it is believed that the room contains illegal or immoral items
- In the event of an emergency

Residence Hall Common Areas

Students are not permitted to sleep in any of the lobby areas due to state fire code restrictions.

Books, food, dishes, and any other personal items are not to be left in lobby, kitchen or other public areas. Items left behind may be discarded or removed to clean the area.

People are expected to keep noise at an appropriate level at all times.

Men and women may visit in the main lobbies. Students in violation of visiting or Quiet Hours will be asked to leave and visitation privileges may be withheld. Students, guests, and family members are not permitted beyond the lobby area in a Residence Hall of the opposite gender outside of Open Hall hours.

Overnight Guests and Meals

Anyone not currently a resident of the hall is considered a guest. Guests may stay in the hall if arrangements are made in advance via notification with the Assistant Resident Director. A guest must be at least 18 years of age, unless they are in attendance for an event coordinated through the Office of Enrollment Each student may have an approved guest five nights per academic semester. Guest privileges pertain to the same person and/or a combination of persons. Payment is required for every visit over five. No one person may stay in the hall for free more than five nights.

Records will be kept in the Residence Hall Office. Guests must abide by the same regulations as students. Additionally, guests are expected to pay the established price for meals if eating in our dining commons.

Prospective students will be granted free lodging for one night and granted three free meals. Arrangements for lodging and meals must be made through the Office of Enrollment and the Office of Student Development.

Students will be responsible to pay the guest fee and will be subject to disciplinary action if the student fails to obtain proper approval for guests visit or fails to inform the ARD of persons staying in the Hall or student's room. It is vital that the ARD knows who is in the building each night. When special visitation events take place on the campus, every effort will be made to respect the privacy of the resident student; however we reserve the right to utilize residents' rooms to house visitors during prospective student events as needed.

Visitation Hours

Residence Life Staff hold regular, staff supervised, hours where opposite sex visitation is permitted referred to as Open Hall. These times are coordinated and posted by the Residence Life Staff and each building Assistant Resident Director, and visitation outside of these times is prohibited and will result in disciplinary action.

Students who visit during these times are required to check in at the Residence Hall Desk where the Residence Life Staff member will hold onto the Student's ID for the duration of their visit. During these hours students with guests are required to leave their room door open, lights on, and be properly positioned at all times.

Students who visit that fail to bring their ID and comply with any of the University or Hall expectations will be required to leave and will be subject to additional consequences.

Curfew

All students under the age of 20 will have a midnight curfew from Sunday to Wednesday and a 1 AM Curfew from Thursday to Saturday.

Students with curfew are expected to be in their Residence Hall each evening according to the curfew schedule. All students must check in at the Residence Hall desk each night once they are in for the evening to assist the Residence Hall Staff in the event of an emergency.

Late permission is secured 24 hours in advance from the Assistant Resident Director. Unless there is an emergency involving parent, or illness, verbal late permission will not be given by Residence Hall Staff.

Students who violate curfew, which includes the check in process, will receive a two-hour, two

weeks Early Curfew. Repeat offenses will receive additional disciplinary sanctions. Students on Academic, Social, or Spiritual Formation probation will be placed on Early Curfew until they are back in good standing.

Quiet Time

An appropriate volume is to be maintained at all times. In the Residence Hall it is our goal to ensure students are able to comfortably study, rest, and maintain personal devotions, therefore between the hours of 12:00 AM to 8:00 AM students are to avoid loud noises and respect any peer requests to adjust the noise level.

Maintaining quiet hours is the responsibility of the Residence Hall Staff. During mid-term and final exams a 24 hour quiet time will be observed.

Residence Hall Meetings

For communication purposes all resident students are required to attend Residence Hall meetings held regularly throughout the year. Permission to be absent is only given by the Assistant Resident Director.

Solicitation of Money

Solicitation of money in the Residence Halls for any reason, (other than those authorized by the University) is prohibited unless approval is given by the Director of Student Life.

Babysitting

For liability reasons, students are not permitted to babysit children in the Residence Halls. Children may visit campus if they are under direct supervision of their parent and/or legal guardian.

Vacations and Breaks

During Winter Break, Spring Break, and Summer Breaks all Residence Halls are closed and students are not permitted to reside in the buildings during these times. All students must vacate the hall by the prearranged time as announced by the Director of Housing and Residence Life. However, in season athletic teams, international students, and students with on campus employment may be permitted to stay on campus. These students must have their coach or employer notify the Director of Housing and Residence Life of this need for approval. During Fall, Thanksgiving, and Easter breaks students may stay in the Residence Halls but during these breaks students are not permitted to have any guests or visit other halls they do not live in. A fine may be assessed if a student does not leave by the prearranged time.

For Summer Break, students taking Summer Session classes and working on campus must submit a

Summer Housing Application to the Director of Housing and Residence Life. These students will move from their Spring Semester housing into a Town House, and must do so within the parameters established by the Director of Housing and Residence Life

When leaving campus over an academic break a students' room must not receive any checks for Room Inspection. Additionally all electrical devices must be unplugged, food properly disposed of or taken home, and any appliances emptied, cleaned, and unplugged.

Students returning for a new semester will be allowed to move in the day prior to the first day of classes of that semester and must be checked in by the conclusion of business hours that day.

During all breaks students are subject to a Zero Tolerance Residence Life Policy. These expectations are conveyed in meeting and written form. Any student who violates these expectations will be required to move out with 24 hours, for the duration of the break.

Windows/Screens

Screens are not to be removed from Residence Hall windows. A fine will be assessed for violations. Students should report damaged screens immediately to the Assistant Resident Director. Cost of replacing missing screens will be assessed to students in the room. Students are not to exit/enter through windows. This behavior will result in disciplinary action. In the interest of modesty and propriety, students may not approach the Residence Hall windows of students of the opposite sex.

Housing Process

All students who wish to live on campus participate in one of two processes to receive a Housing Assignments. Additionally all resident students are required to complete and sign a Housing Contract that includes the selection of one of three meal plans. For meal plan eligibility information please read a copy of the Residence Hall Housing Contract.

The Housing Process for first year students requires the student to complete a Roommate Preference Sheet as supplement to the Housing Contract. This form allows the Housing Department to pair students up based on provided information with another student similar to their responses. Additionally this form allows first year students to request a specific roommate they may have a previous affiliation with who will be attending the University.

Returning students participate in what is referred to as Room Rush. Immediately following Spring Break, students are given the opportunity to select their Hall, room, and roommate(s) in an order decided by a points system. Students earn points based on number of semesters on campus, academic credits earned, and ties are decided by Spiritual Formation Credits from the fall semester.

Specific point breakdowns, appointment order and time, and instructions are communicated in Residence Hall meetings and distributed to the students prior to Spring Break. It is the student's

responsibility to attend these meetings to receive this information and to be present at their slot to select their assignment. Students who fail to attend their time and in their order will be moved to the end of the selection order. The Director of Housing and Residence Life and ARD Staff reserve the right to deny a student's Hall, room, or roommate(s) request when circumstances dictate.

Hall Clearance/Storage

Students are expected to vacate the hall as described in the Vacation and Break Policy. Rooms must be thoroughly cleaned and emptied of all personal belongings. Room Inventory Forms are filed within the Residence Hall Office and forwarded to the Director of Housing and Residence Life upon check out. Failure to comply with the above procedure will result in additional charges.

The University is unable to store any personal items. Arrangements should be made with local storage facilities if a student is unable to transport items home.

Residence Hall Services

- Laundry Facility
- Vending machines
- Internet
- Security Scan Systems
- Living Furniture
- Heating and Cooling

Residence Hall Emergencies (Fire/Tornado)

When the Fire Alarm sounds, quickly clear the Residence Hall using the appropriate exit (diagrams are posted). Once outside, go to the designated meeting place to check in with your Resident Assistant.

Tampering with Fire Alarms, Fire Extinguishers and Posted Emergency Information is a federal offense and can result in dismissal.

If a Tornado Warning is issued follow your Residence Halls Tornado Procedures. Assistant Resident Directors will review Emergency Procedures at the beginning of the year, and will conduct drills regularly through the year.

Emergency drills are held periodically for training purposes and everyone is required to participate.

Other emergency situation procedures are available from the Director of Housing and Residence Life or the Student Life Department.

Off Campus Housing Policy

Living off campus as a single student is a privilege and not a right. It is granted only to those who are seniors and/or age 21 and older. Exceptions may be granted on a case by case review by the Director of Student Life and Vice President for Student Development, based upon demonstrated maturity or special housing needs.

An application must be completed thoroughly, and permission must be gained from the Director of Student Life and Vice President for Student Development prior to the semester the student plans to live off campus. Students who apply for off campus housing that are on Academic, Social, or Spiritual Formation Probation will not be approved to live off campus until good standing is regained. Students are also not permitted to move off campus in the middle of a semester. Disregarding the off campus application procedures will result in disciplinary action.

Single students that are given permission to live off campus are required to adhere to the following regulations:

- Maintain a positive Christian witness in all activities, including paying your bills on time.
- Attend church services on a regular basis as described in this Handbook.
- It is a violation to have an overnight guest of the opposite sex in your home (family excluded).
- Be consistent in maintaining a total lifestyle that is in keeping with scriptural standards of holy living and the guidelines of the Community Lifestyle Standards.

Students interested in applying to live off campus may speak with the Commuter Relations Coordinator to gather information before applying. Students need to refrain from signing an external lease before receiving approval from the Director of Student Life in the event their application is denied. Incomplete forms will result in denial of the application

The Off Campus Housing privilege may be revoked based on any change in the above stated conditions.

As long as you are a student at Ohio Christian University you agree to conduct yourself in accordance with the University standards.

SOCIAL LIFE

We believe that an opportunity to develop relationships is a part of education. Ohio Christian University offers a tremendous opportunity for building friendships with other Christians that you will cherish for the rest of your life.

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Dating

The dating relationship can be one of the most enjoyable and important aspects of university life.

It is important, therefore, to be very wise in these decisions regarding relationships, maintaining the priority on academic, spiritual and social maturity. All such relationships must be based on Biblical principle. This will result in enjoyable, meaningful relationships, and spiritual edification. All students are asked to be cautious about the time spent dating and be certain to devote enough time to study and spiritual growth.

Adult students who are enrolled in the traditional campus program are not permitted to engage in dating relationships with Post-Secondary Education Option students who are taking course through their school on campus. Dating relationships that exist previous to the students' enrollment in the traditional program must be disclosed to the PSEO Program Coordinator, Director of Student Life, and Vice President for Student Development.

Public Display of Affection

Physical expression of affection should be appropriate to the guidelines of Scripture and the policies of the University. Other behaviors, such as excessive body contact, lying with one's head in the lap of another, sitting on the lap of someone of the opposite sex, inappropriate touching to any degree, etc., are considered to be inappropriate and subject to accountability.

Engagement and Marriage

Some students will make a life time decision in regard to marriage while at Ohio Christian University. The time of engagement is an opportunity to be learning of the high Biblical standards for marriage and to be in preparation for married life. Student Development personnel are available or can direct a student to guidance and counseling.

MARRIED STUDENT LIFE

We believe that the married student, the spouse, and children should be given the opportunity to be involved in the full University experience. The University experience can be very positive for you as a couple and for your family. It must be a team effort and commitment. This will be an experience that will stretch your faith as you allow God to meet your every need.

Be certain to involve your family in the total University experience. There are a number of events you can attend together, such as Chapel services, Revivals, concerts, sporting events, Christmas parties and other events. If you plan to be involved, it will be a growing opportunity for your family.

We also urge that you carefully plan your time spent alone, as a couple, and family time, as well as maintaining a positive financial plan for your family.

Married students should conduct themselves in keeping with the standard of Scripture and the University. Guidance will be offered in circumstances of divorce and adultery.

Married Student Housing

The University has housing available on campus in townhouses. It is expected that married students and their families will be consistent in abiding by the standards of the University. Parents are reminded that they are responsible for the actions and behavior of their children at all times. The University reserves the right to make periodic inspections of all University housing for proper maintenance and cleanliness, and will be sure to convey prior notification to the tenant.

Those who wish to occupy University housing must be enrolled at Ohio Christian University for a minimum of 12 credit hours per semester. If a student is completing a two or four year program, an exception to the credit hour requirement can be made within the semester of completion through the Vice President for Student Development.

Student Guests

When single students are guests in the home of a married student or someone else in University housing, the host is responsible for the conduct and whereabouts of the guest. Couples or single students of the opposite sex are not to be in a private home when the host is away. Students should only be in the home of married persons by invitation or consent. If on campus resident wishes to have a single student, or students, house-sit during a vacation, this must be approved by the Director of Student Life.

GENERAL INFORMATION

CHAPTER 5

Student Handbook Committee

The student handbook committee convenes every year to evaluate and recommend changes to the Student Handbook. The Vice President for Student Development serves as the advisor of the committee and the Director of Student Life serves as the chairman of the committee. There are equal number of staff and/or faculty members and students that serve on the Student Handbook Committee.

The student members that serve on the committee include The Student Body President, Student Body Chaplain, a Sophomore and Junior Class Senator appointed by the Student Body President and a Hall Chaplain appointed by the Student Body Chaplain.

Near the end of the academic year the committee submits proposed changes to the President's Administrative Council for decision.

Once the revisions are approved or denied the Student Body President will notify the general student population and the updated version of the Student Handbook will be available on the University website.

Students who have questions about this committee may speak with any of the individuals listed above.

Office of Student Development

"Student Development seeks to connect our students relationally, engage them spiritually, and prepare them to be servant leaders in the world they live." The office is administrated by the Vice President for Student Development, office Administrative Assistant, and four department directors, each responsible for specific objectives designed to influence, shape, and guide the universities traditional student population through their college experience.

- Vice President for Student Development: The VP for Student Development is responsible for the holistic vision of the traditional student population of the university. The VP serves as a member of the President's Administrative Council and advocates for the student, as well as the department's needs to the council.

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The following is a breakdown of each department within the office and the positions within them:

- Spiritual Formation Department: The Spiritual Formation Department encompasses everything from chapel services and small groups to community service projects and

collaboration with University Church. The department is administrated by the Director of Spiritual Formation.

- **Student Success Department:** The Student Success Department is designed to enable students to succeed academically and socially through tutoring and mentorship. As students utilize this department they also begin to prepare their professional portfolio for job opportunities and career development.
- **Student Life Department:** The Student Life Department organizes all of the campus life programming to holistically develop students through community involvement, relationship building, and personal growth for adulthood. The department is administrated by the Director of Student Life.
- **Athletic Department:** The Athletic Department is designed to ensure Christian based inter-collegiate athletic competition and invest specifically in student-athlete spiritual development, athletic performance, and leadership development. Providing athletic entertainment for both the student body and outside community enable athletics to expand the influence of the campus into surrounding areas. The department is overseen by the Director of Athletics and Conference Services.

Accreditation

Ohio Christian University is accredited by The Higher Learning Commission and a member of the North Central Association. Ohio Christian University also holds accreditation through the Association for Biblical Higher Education.

If a student feels that the university is not maintaining the standards demanded by its accrediting agencies, that student may submit a formal complaint in the following manner:

Academic Issues

1. To the Office of the Provost (if a satisfactory solution is not found)
2. To the Academic Committee, through the Office of the Provost (if a satisfactory solution is still not found)
3. To the Administrative Council of the University, through the Office of the President

Social Life Issues

1. To the Director of Student Life (if a satisfactory solution is not found)
2. To the Vice President for Student Development (if a satisfactory solution is not found)
3. To the Student Life Committee (if a satisfactory solution is still not found)
4. To the Administrative Council, through the Office of the President

Outside Agencies

Higher Learning Commission / NCA
Phone: (800) 621-7440
Web Site: www.ncahigherlearningcommission.org

Association for Biblical Higher Education
P.O. Box 780339
5890 S. Semoran Blvd.
Orlando, FL 32878-0339
Phone: (407) 207-0808
Email: exdir@aabc.org

Employment

We endeavor to find employment for students who need funds to meet their expenses. Students need to fill out the appropriate information at the Financial Aid Office.

You will need to be aware of your conduct while on the job so that Christ is glorified in all things. Be neat, courteous, prompt, and well groomed. Let your employer know of vacations, in advance, so scheduling can be worked out. If you are ill, be sure to let your employer know. Such conduct enhances your witness, the testimony of the University, and the cause of Christ as well as your own reputation.

Food Service Information

Meal prices and meal times are available in the cafeteria. For further information about special requests, sack lunches, use of food service facilities, please contact the Food Service Manager or the Office of Student Development.

Mail

Mail is delivered by the Post Office and is distributed by the university Mail Room personnel. All students will be assigned mail boxes and are encouraged to pick up their mail daily.

Letters and packages can be sent out through the Mail Room. Please see the Mail Clerk for instructions and payment. Please leave your change of address at the Post Office. All other mail will be returned to sender or disposed of if a forwarding address is not available.

Policy and Procedure for Handling Grievances

Letters of Complaint – On a few occasions, persons have felt it necessary to write letters of complaint to the Administrative Council or Denominational representatives. All such letters must be signed if the writer wishes to gain the desired result. Anonymous letters will carry no influence

and will be disregarded, except for potential prosecution of the writer by the university. Everyone is to be aware that letters of that nature potentially leave the writer open to lawsuit for defamation, liable, harassment, etc.

1. Students are encouraged to discuss grievances with the person/staff member having direct supervision over the area of concern. That person will attempt to resolve the problem. Concerns may be communicated verbally or in writing by the student to the staff member.
2. If the need is not satisfactorily met, the department head or director of the area is the next level of contact. It is the student's responsibility to demonstrate that they have already communicated with the staff member who oversees the program, office, or department. The director/department head will review the student's complaint and provide a response.
3. If the need is not satisfactorily met, the Vice President of the area with which they are experiencing the problem is the next contact. The complaint must be presented in writing. Evidence that the grievance has been passed through the prior levels will be necessary for each subsequent level.
4. If the need is not satisfactorily met, the student has the privilege of appealing to the university Administrative Council. The request for a hearing must be presented in writing to the Office of the President along with the written complaint. This step is only appropriate when there is evidence that prior steps have been followed
5. At the direction of the President, the Administrative Council shall hold a hearing and will render a decision regarding the grievance made by the student.
6. The student and the Administrative Council shall have the right to call witnesses. The President may limit the number of witnesses to be called.
7. The decision of the Administrative Council shall be reported to the student in writing within one working day of the rendering of the decision by the Council.
8. The decision of the Administrative Council shall be final.

Readmission of Continuing Students

Readmission is not granted automatically. If the university believes that a student's readmission would compromise the lifestyle and/or academic standards of the university or not be in the student's best interest, the appropriate committee will review his or her record for the purpose of granting or denying continued enrollment.

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Security

Campus Security is maintained by part-time work study students and other supervision. These

persons are not sworn officers, but are employed by the university to take steps to maintain your safety and the security of campus facilities.

University Policy on Sexuality and Gender Identity

Ohio Christian University's policy regarding sex, sexuality, and gender identity is grounded in the teachings of the Bible as understood in the University's doctrine and long-standing religious affiliation and status with the Churches of Christ in Christian Union which was established in the Wesleyan theological tradition. This policy is intended to address transsexualism, transgenderism, and broader related gender identity issues.

We recognize our obligation before God to love all persons, understanding such love in the context of the Bible, God's revealed truth. We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct sexes: male and female. We also recognize that due to sin and human brokenness, our experiential perception of our gender is not always that which God the Creator originally designed, and yet affirm further God's capacity to heal and transform our brokenness in keeping with His purposes and will.

Within the Biblical understanding of the act of mankind's creation, the Biblical description of the fall of mankind, and God's act of redemption, we do not support or affirm the resolution of a psychological identity discordant with one's birth sex. Similarly, we do not support or affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. As a Christian residential institution of higher learning we will respect those whose moral views diverge from ours, and seek to embody the gentle and patient love of Christ for all. We will, however, make institutional decisions in light of this policy regarding housing, student admission and retention, employment hiring and retention, and other matters.

Personal Vehicle Registration and Operation

Anyone who drives on the Ohio Christian University campus is expected to abide by all posted regulations and use designated parking. Students are also expected to abide by all Ohio regulations. Failure to comply with State and Campus regulations may result in suspension of the vehicle registration. The motor vehicle must then be removed from campus for the remainder of the academic year.

Every vehicle operated on campus by a student or resident family member must be registered with the Office of Student Development within 48 hours of its first arrival on campus. Student motor vehicles are not registered until all appropriate forms are completed and the campus vehicle decal is properly displayed. If the decal is not properly displayed, a fine will be issued.

When state registration plates change, or a vehicle is sold and/or the plates transferred to another vehicle, the Office of Student Development must be notified within 48 hours.

State law requires that all vehicles be insured. Failure to comply with this law will result in disciplinary action by the university and authorities will be contacted at once. The university will not assume any responsibility for any liability or expenses involving vehicles or its contents registered or owned by students.

Vehicles are to be operated within posted speed limits. The maximum campus speed limit is 15 miles per hour. Vehicles are to be operated only on surfaced roadways. Remember, there are children that reside on campus. Keep safety a priority.

Racing or any reckless driving is prohibited on campus roadways and surrounding denominational property, including the RV Park. In an effort to prevent erosion of farm fields, all-terrain vehicles and motorcycle traffic is limited to established roadways.

Mechanically inoperative vehicles and those not bearing valid state registration plates are not permitted on campus. The vehicle owner is responsible to remove the vehicle involved at his/her own expense within 48 hours. If the above is not completed within 48 hours, the university reserves the right to remove the vehicle at owner's expense.

Parking is permitted only in the lots designated by the individual parking decal. No parking is allowed in areas that would block driveways, crosswalks, and building entrances. Handicap parking spaces are reserved at all times. Do not park on the grass. Students should be aware that they may be asked to relocate their vehicle to another lot temporarily for certain campus events, these events will be communicated in Hall Meetings and via email.

Violations and offenses will be fined and added directly to the student's bill. In compliance with insurance regulations, bicycles may not be stored in any building.

Mopeds and motorcycles are considered motor vehicles and all motor vehicle regulations apply.

Students are not permitted to use any University vehicle for personal use.

Student Health Services

Immediate health care is available to students through Urgent Care at Berger Hospital. The student is responsible for charges incurred. Students should notify their Assistant Resident Director when they are ill so that their progress can be monitored.

The Vice President for Student Development, and Residence Life Staff must be informed of any current medical problem or disease requiring a doctor's care or any long term medications so that each student's medical history will be kept up to date. A Health and Immunization Record is required of each full-time student when admitted to Ohio Christian University. The data will be kept on file in the Office of Student Development and Residence Hall RA Office. All information is kept in strict confidence.

In case of serious illness or emotional problems, the parents or guardians will be notified if a student has given consent.

University Office Contact Information

Ohio Christian University
1476 Lancaster Pike
Circleville, OH 43113

Office of Student Development

- Location: Dean and Diana Hickman Student Center – Second Floor
- Phone: 740-477-7702

Financial Aid Department

- Location: Graham Administration Building – Second Floor
- Phone: 740-477-7716

Registrar's Office

- Location: Graham Administration Building – First Floor
- Phone: 740-477-7787

Bookstore and Mailroom

- Location: Dean and Diana Hickman Student Center – First Floor
- Phone: 740-420-5928

Maxwell Library

- Location: Maxwell Library – First Floor
- Phone: 740-477-7737

Campus Security

- Location: Dean and Diana Hickman Student Center – Second Floor
- Phone: 740-412-533

IT Helpdesk

- Location: Maxwell Library – First Floor
- Phone: 740-420-5907

Office of the Provost

- Location: Science Logistic Center – Second Floor
- Phone: 740-477-7729

- Location: Dean and Diana Hickman Student Center – Second Floor
- Phone: 740-477-7702

Christian Service

- Location: Dean and Diana Hickman Student Center – Second Floor
- Phone: 740-477-7702

Conference and Custodial Services

- Location: Maxwell Center – Front Hallway
- Phone: 740-477-7769

Campus Dining Services

- Location: Dean and Diana Hickman Student Center – Cafeteria
- Phone: 740-477-7742

Office of Enrollment

- Location: Welcome Center – Johnson Hall
- Phone: 740-412-1342

Office of University Advancement

- Location: Science and Logistics Center – Second Floor
- Phone: 740-420-5918

Office of the President:

- Location: Science and Logistics Center – Second Floor
- Phone: 740-477-771

STUDENT CONDUCT AND DISCIPLINE

Chapter 6

Ohio Christian University students are expected to conduct themselves in compliance with the Student Handbook and in such a way as to reflect a growing relationship with the Lord Jesus Christ.

The purpose of student conduct and discipline at Ohio Christian University is to assist in the maturing of its members and to aid the university in maintaining an atmosphere conducive to Christian growth. The system is designed to help the student to assume responsibility as a maturing Christian in the Ohio Christian University community in particular and the Christian community in general. It is intended to be developmental and redemptive rather than merely punitive.

Students are reminded that they agreed to abide by university policy with their application for admission to Ohio Christian University.

Reconciliation Process

Students who struggle with issues that violate the Student Handbook are encouraged to seek support and help. Examples include, but are not limited to, pregnancy, drugs, alcohol, pornography, sexual relationships, eating disorders and homosexual behavior. Knowing that many students who struggle with these issues may fear asking for help because of the potential consequences, OCU has established a Reconciliation Process. This policy allows students who want to receive help and support to work through these issues and accept accountability for these behaviors without going through the normal discipline process. Those students who seek help from the Office of Student Development receive appropriate assistance. Students requesting help are asked to abstain from the behavior and may be asked to sign a behavioral agreement and/or required to seek professional help. Students must request this before any disciplinary confrontation addressing the specific inappropriate behavior(s) occurs. Typical disciplinary confrontations are carried out by staff members from the Residence Life program, Campus Security, and University Administration or any person specifically designated on their behalf. Students also must be honest, cooperative, compliant with amnesty requirements, and demonstrate a true desire to change. Confidentiality related to this is fully detailed in the Informed Consent Form, which are available with the Director of Student Life

Amnesty

We know that you can sometimes be fearful of asking for help, so we have established a Reconciliation Process. Through this process, you can admit your struggles, accept accountability for them, and receive the help and support you need to work through your issues. If you ask for help, you will be asked to abstain from the behavior and may be asked to sign a behavioral agreement and/or to seek professional help.

When you request to be part of this process, you will not be suspended for the behavior(s) you requested Amnesty for, which occurred prior to beginning the process, but you will have to embrace the change process. We can help you do that through counseling, mentoring, discipleship programs, accountability software, behavioral agreements and more. Students who wish to have more information on the amnesty process must speak directly with the Director of Student Life.

Areas of Accountability

The items listed below represent the types of actions that create difficulty or concern within the community and are likely to result in disciplinary action. This list is not to be considered complete.

General Community Rules:

- Excessive noise in the residence hall
- Improper use of residence life sign in/out procedures
- Not observing general community rules in a residence hall
- Curfew violation
- Standard of Dress violation
- Having overnight guests without permission
- Unsatisfactory Room Inspection
- Water fights in building
- Pets in room
- Out of the hall overnight without signing out
- Use of fire equipment other than designated purposes
- Housing policy violations

Personal Conduct Rules:

- Improper music, movies, reading material, or pictures
- Improper Public Display of Affection
- Inappropriate University Chapel conduct
- Possession of smoking or chewing tobacco/snuff products
- Cursing or profane language or other obscenities
- Possession of or drinking alcoholic beverages
- Possession of or use of illegal drugs
- Theft, lying, dishonesty, cheating
- Possession or use of pornographic materials
- Immoral sexual activity (Based on scriptural prohibitions of fornication, adultery, and homosexuality: Romans 1:26-27, Galatians 5:19-21, Leviticus 18)
- Violation of restrictions previously imposed

Actions Towards Others:

- Failure to obey those in authority or manifesting a spirit of rebellion
- Hazing or practical jokes causing damage
- Entering another's room without permission
- Men beyond the lobby of a women's residence hall or women beyond the lobby of a men's residence hall outside of Open Hall hours
- Letting someone in residence hall after hours and leaving a residence hall after hours
- Entering another's locked room or other locked restricted areas
- Fighting or threatening/jeopardizing the welfare of others
- Sexual, racial, ethnic harassment

Disciplinary Process

All offenses will be handled on an individual basis. Any and all disciplinary sanctions may be applied. Some offenses may be considered minor in nature and others are of greater concern and will result in action that is reflective of that. Penalties will increase if offenses accumulate or if more than one offense is involved in any incident. All necessary members of the Office of Student Development will be involved in the process. Every violation will be discussed with the student at the appropriate level.

Students should be aware that all federal, state, and local laws apply as well. Enrollment in no way negates coverage from civil law. Penalty from civil law does not exempt students from further discipline by the university.

Disciplinary Sanctions

The following are the definitions of the sanctions as listed above:

- *Fines/Work detail:* Work detail must be completed within one week or campus restriction will be imposed until complete. Fines and work detail must be approved by the Assistant Resident Director or the Director of Housing and Residence Life.
- *Campus Restriction:* The student is restricted to campus and may only leave with the permission of the Director of Housing and Residence Life or the Director of Student Life and is denied certain privileges as communicate by either director. These privileges may include visits to lounge areas, intramurals, social events, university activities, for example. This list is not a complete list.
- *Restitution/Restoration:* Restitution means that the student is required to make reimbursement for damage to or misappropriation of property and/or funds. It may take the form of appropriate service to repair or otherwise compensate for damages. The details of restitution shall be specified in writing. Restoration includes the obligation of the

student to work to make amends towards offended parties based on the student's action and will also be specific in writing.

- *Social Probation:* Social probation includes campus restriction. Students also must resign all campus offices and are declared ineligible for interscholastic sports competition. The student is also ineligible to participate in co-curricular activities in which he or she would represent the university or serve in a leadership role. Students placed on Social Probation will also be required to earn their full required amount of Spiritual Formation Credits.
- *Suspension:* Suspension is temporary severing of the student's participation with the university for a period of time varying from a portion of a semester to one full semester. It includes a student's right to return without formally requesting readmission at the end of the stated period. The suspension shall be followed by a period of Social Probation. Students are subject to the academic consequences of missing work as a result of such disciplinary action, and the faculty is not obligated to permit make up of missed assignments and examination in such cases. The duration and conditions of suspension shall be specified in writing.
- *Dismissal:* Dismissal means that the student's status is terminated from the university for an indefinite period of time. The duration and conditions of this period shall be specified in writing. Such action shall be noted on the student's personal record.

Notification to Parents/Guardians

Students are encouraged at all levels of the Student Discipline Process to share information with their parents. The University may notify parents of a student who has violated any laws or college policy governing the use or possession of alcohol or controlled substance, has been suspended, dismissed, or expelled from the college if the student is under the age of 21 at the time of disclosure. Furthermore, in cases involving serious injury and in situations deemed by the college to be an emergency, the college may notify the parents or guardian of a student.

Rights and Privacy Act (FERPA)

When a student is enrolled at an institution of higher learning, a substantial amount of personal information and educational data is collected, maintained, used and disseminated. Ohio Christian University recognizes and desires to protect the rights of privacy of the student over the age of 18, providing access to his or her educational data, and the rights to challenge the content of his or her records for inaccurate or misleading information. In general only those persons directly involved in the educational process have access to the student's records unless the student gives written permission to release the information.

Student Discipline Process

1. General incidences of student misconduct shall be handled by the Director of Student Life and other Student Life Staff.
2. More serious incidences of student misconduct, including those which may lead to suspension and/or dismissal, shall be referred by the Director of Student Life to the Student Life Committee for disposition.
3. The Vice President for Student Development and/or the University President shall have the power to suspend a student in extra-ordinary circumstances pending final disposition of the case.
4. When the Vice President for Student Development, Director of Student Life, and Student Life members are questioning a student about an alleged violation of university policies, a third party shall not be present unless requested by those individuals.
5. If a student is having difficulty adjusting to the Ohio Christian University lifestyle, the Director of Student Life may arrange for the student to meet with the Student Life Committee in an attempt to resolve the problem before any disciplinary measures are required.

Student Life Committee

Function and Membership of the Committee:

- With respect to the Student Discipline Process, the function of the Student Life Committee shall be to conduct hearings to review incidents of misconduct and to render disciplinary decisions related to misconduct.
- Membership on the Student Life Committee shall consist of the following persons:
 - Two faculty members, one of whom shall be elected by the faculty to serve as Chairperson of the Committee
 - Director of Student Life
 - President and Vice-President of the Student Government Association.
 - Vice President for Student Development
 - Vice President for Academic Affairs
- A quorum shall be comprised of a minimum of three members, one student, and the Vice President for Student Development. The decision of the Student Life Committee is reached by a simple majority vote of those members present.

The Student Life Committee shall work closely with the Vice President for Student Development in

providing all students the support, counsel, guidance, and activities which will help them to maintain a lifestyle that honors Biblical standards and complies with the policies of Ohio Christian University. This committee can be convened at random and sporadically throughout the year to rule on specific incidents.

Student Life Committee Hearing Process and Procedures

The procedures for the Student Life Committee Hearing are as follows:

- The Student Life Department shall assume responsibility for preliminary investigation of the alleged misconduct. The matter shall be discussed thoroughly with the student and a thorough effort made to collect all relevant information in the compilation of the facts of the case.
- The student may waive the right to a Student Life Committee hearing in favor of direct decision by the Vice President for Student Development, subject to the approval of the Vice President for Student Development.
- Upon the recommendation of the Vice President for Student Development, the chairperson of the Student Life Committee shall determine the time and place for the hearing and shall inform the members of the committee.
- The student accused of misconduct shall be informed in writing by the Vice President for Student Development of the following:
 - The date, time, and place of hearing before Student Life Committee
 - The specific charges to be considered
 - The students' opportunities to have another student, or member of the faculty or staff, appear with him or her. This person is to act as an advisor and is not to act as counsel for the accused. They must request permission from the Chairman to speak on behalf of the student. The chairman is not required to give clearance (the student is not entitled to representation at the hearing by an attorney at law)
 - The students' opportunity to confront or question witnesses. The accused student and all parties involved are warned that threats made toward a witness or any person involved in the case are in violation of civil law and will be taken seriously. Law enforcement authorities will be called immediately.
 - The student's right of appeal.

The process of the Student Life Committee Hearing is as follows:

- The primary purpose of the hearing is to ascertain the facts of the matter and to render a reasonable and just disciplinary decision, taking into account the welfare of the student and of the university.

- The charges of alleged student misconduct shall be presented by the Vice President for Student Development and/or the Director of Student Life.
- The student, the Vice President for Student Development, and the committee shall have the right to call witnesses and to question witnesses brought by another party. The Chairperson of the Committee may limit the number of witnesses to be called. All students and witnesses called by the committee are required to answer questions posed by the committee in keeping with the stated purpose of the hearing.
- The student shall have the right to have an advisor present of his or her choosing from within the university community during the hearing. This person shall advise only and not act as legal counsel.
- For an incident of alleged misconduct involving more than one student, the committee reserves the right to consider the cases jointly or separately, subject to the request of the student for a private hearing.

Student Life Committee Decision

- Only committee members have the right to be present during committee deliberations and decision making.
- The decision of the committee shall be reported to the student by the Committee Chair in writing within three working days of the rendering of the decision by the committee. Written notification shall include information regarding the students' Right of Appeal.

Student Appeals Process

- Disciplinary decisions made by the Student Life Committee may be appealed by either the student or the Vice President for Student Development to the Administrative Council, provided that the appeal has been filed, in writing, in the Office of the President within one working week of receiving written notification of the decision of the Student Life Committee.
- The appeals hearing shall be scheduled by the University President and shall include Administrative Council members, the Chair of the Student Life Committee, the Vice President for Student Development, and the student and his or her advisor, if any, from within the university community.

The Administrative Council

This council shall serve as an appeals committee to the decisions of the Student Life Committee. As such, the Administrative Council shall hold hearings and render decisions regarding appeals made by either the student or the Vice President for Student Development.

Hearing Procedures and Decisions of the Council:

- The student, the Vice President for Student Development, and the Administrative Council shall have the right to call witnesses brought by another party. The University President may limit the number of witnesses to be called.
- The decision of the Administrative Council shall be reported to the student in writing by the Vice President for Student Development within three working days of the rendering of the decision by the committee.
- The decision of the Administrative Council shall be final.

Rights of Students Accused of Misconduct

Individuals accused of misconduct shall have the following rights:

- To have all charges of misconduct specified in writing
- To have the benefit of an advisor of the student's choosing from within the Ohio Christian University community which includes full time faculty members, staff members, or students during hearings before Student Life Committee and Administrative Council. While an advisor does not represent the student, he or she may counsel and advise the accused student in such a way as to protect the student's interest and provide redemptive counsel. Any student, faculty member, or staff member that would be deemed to have a conflict of interest, shall not serve in an advisory capacity.
- To call witnesses on his or her behalf and to question other witnesses called by other parties
- To request a private hearing where more than one student is involved
- To receive all decisions in writing no less than one working day following the rendering of a decision
- To appeal a student disciplinary decision if the appeal is made, in writing, to the proper office within one working day of written notification of the decision.
- To waive a Student Life Committee hearing in favor of a direct decision by the Vice President for Student Development, subject to the approval of the Vice President for Student Development.
- In the investigative process conducted by the Vice President for Student Development, the student shall not have the right to have an advisor present.

STUDENT GROUPS

CHAPTER 7

“Ohio Christian University has a number of Student Groups operating on campus. Several of these classified as organizations, as they are managed either by University office, function under their own budget and full time management. These groups are asked to submit paperwork to the Executive Cabinet to maintain ongoing communication of student concerns. Distinct from these groups are Student Clubs that are either a local chapter of complete student participation or common formation of activity. These groups must be approved by the Executive Cabinet through the process listed below.” – *Student Government Association Constitution: Article II; Section 1.*

General Regulations

All Student Club events and fundraising functions must be approved by the Executive Cabinet of the Student Government Association. Campus groups are not permitted to engage in financial contracts that obligate them or the university. All contracts must bear the signature of the Vice President for Student Development and the Vice President for Finance. No new campus groups may be organized without approval from the Administrative Council.

Student Group Listing

The following is a list of all Student Organizations on campus and the University Office that oversees them. Students who are interested in these organizations should speak with that office.

- *Ablaze* – Student-led music ministry managed by the Office of University Advancement
- *OCU Drama Team* – Student-led performing art team managed by the Office of Enrollment
- *Global Café* – World Gospel Mission station served to promote Mission Work and Teams among University students

The following is a list of all Student Clubs on campus and the student Director/President that oversees them. Students who are interested in these clubs may speak with the club Director/President or the Student Body Vice President

- *Ohio Christian University Business Association (OCUBA)*
- *OCU Bike Club*
- *College Republicans*

ATHLETICS

CHAPTER 8

Intercollegiate Athletics

In 1979, Ohio Christian University began an intercollegiate athletic program. This program was initiated to provide opportunity for athletes who have committed their talents to Christ, to better publicize Ohio Christian University, and to serve as a means of Christian witness. Current offerings may expand as student interest grows and facilities and finances become available.

Ohio Christian University prides itself on having a different approach in athletics. We reject the idea that "winning is everything." We believe that Christ calls us to do our best at all times whether in victory or defeat. If a person has done his or her best, God is pleased and the effort has been worthwhile.

The university is a member of the National Christian College Athletic Association and is subject to the NCCAA guidelines in all areas pertaining to intercollegiate competition.

Student Eligibility

Student eligibility for varsity sports is based on the following criteria:

1. Must be a full time student taking 12 hour's minimum.
2. Must have a GPA of 2.0 As Junior
3. Must have earned at least 24 hours in most recent two semesters, including Summer (Excluding Freshmen)
4. Must be in good standing with the university in regards to spiritual commitment, and social behavior
5. Must be in good standing regarding Spiritual Formation Credits

Student Athletes should refer to the Student Athletic Handbook for additional expectations and information, in addition to the Student Handbook

Any other questions of eligibility should be referred to the Athletic Director or the NCCAA.