

## **WELCOME TO MNU!**

On behalf of the entire Student Development Team, I would like to welcome new and returning students to the 2008-2009 school year! Our goal at MNU is to provide an atmosphere in which students, faculty and staff can experience academic, spiritual, social and emotional growth together. Whether it is in the classroom, chapel, the residence hall, an athletic or social event, we want to encourage you to take advantage of every opportunity available to you to grow and learn.

We are a university committed to the development of Christian character and scholarship. We come from many different backgrounds and perspectives, but come together to form a unique community. In this handbook you will find not only behavioral expectations, but glimpses into the life of this university. Please read it and discover ways that you can contribute to this great campus community. Take advantage of the many resources and opportunities available to you.

The Student Development Team stands ready to assist you. Our prayer is that you will experience the Lord's presence and leadership in the coming year.

Peace and blessings to you,

Margaret Gilliland  
Vice President for  
Student Development

## **MNU MISSION STATEMENT**

"MidAmerica Nazarene University is a comprehensive liberal arts university offering undergraduate and selected professional and graduate degrees. Sponsored by the North Central Region of the International Church of the Nazarene, the University is committed to serving the church and its global mission.

A Christian community in the Wesleyan-Holiness tradition, MidAmerica Nazarene University seeks to transform the individual through intellectual, spiritual, and personal development for a life of service to God, the church, the nation, and the world."

## **VISION**

MidAmerica Nazarene University is a Christian community of higher education where students are being transformed for a life of service and leadership.

## **BELIEF STATEMENTS**

WE BELIEVE:

- In the Lord God Almighty and the perfect love, forgiveness, and grace that is found through Him.
- Jesus, the Christ, is the Son of God and has provided for our salvation.
- The Holy Spirit is a revealer of God's truth and purifier of our lives.
- The Bible is God's inspired Word and provides guidance and instruction for life.
- People, as creations of God, are of an infinite worth and obtain optimum achievement and satisfaction through a personal relationship with Christ.
- The doctrine of entire sanctification and perfect love.
- The American form of government is the finest yet achieved and we fully support its ideals.
- Christian education provides a foundation for church and societal leadership, a sound philosophy of life, and a personal relationship with Christ.

## **STUDENT DEVELOPMENT MISSION STATEMENT**

MNU has as its goal the development of students in a manner that enhances their service to God and humanity. It is our intent to provide a climate conducive to the spiritual, intellectual, psycho-social and physical maturing of our students. Student Development is committed to facilitate the transformation of our students' lives which renew and cultivate the whole person.

## **STUDENT ACCOMPLISHMENTS**

- Understanding of God as revealed in Jesus Christ.
- Hunger for truth and righteousness with an integration of Christian faith, learning and living.
- Appreciation for the Bible, its perspectives on reality and its value as a guide for daily living.
- Appreciation for the Nazarene heritage and distinctiveness along with an understanding of Christian doctrine, values, and ethics.
- Critical thinking skills: analysis, synthesis and the ability to change one's mind coupled with a tolerance of ambiguity.
- Independent and cooperative problem solving through the use of thoughtful expression and civil discourse.
- A healthy self-understanding and developing creativity while pursuing physical development and wellness.
- Effective and competent oral and written communication skills.
- Appreciation for the worth and dignity of persons with different cultural perspectives followed by the ability to encourage others toward their highest potentials.
- Appreciation of music, art, language, and literature.
- Understanding and use of basic mathematical principles, methodologies, and symbols; comprehending the use of scientific principles, the processes of science, with an increased awareness of environmental/technological challenges.
- Understanding human behavior and social institutions in a global context.
- Understanding America's heritage, its historical and multicultural influences, customs and social institutions.

## **A PHILOSOPHY OF STUDENT LIFE**

### **Student Life is Christian in Character**

Student life at MNU is grounded in Christian motives and principles and manifested in the spiritual vitality and integrity of the staff and students who serve in professional and paraprofessional roles. The authority and meaning of the finished work of Christ is held at the forefront of all activities and programs as the primary component of our mission.

Our Christian heritage and underpinnings serve as the foundation of the Student Life effort, providing human purpose beyond mere existence, and allowing for the life-changing power of God's grace to proliferate daily interactions and activities.

The objectives herein encompass all of University life, and act as a filter through which motives, principles, policies and practices are channeled. Of great importance in the effort to influence students' lives spiritually is community involvement in worship, prayer and conventional relationships whereby students make substantial contributions to each others' spiritual lives. Holding these as essential features of spiritual life at our university, it is necessary to limit the free exercise of Christian liberty in accordance with Biblical standards in order to facilitate good stewardship of mind, body and spirit. Our overarching goal is to aid students as they mature in their relationship with God.

### Student Life is Developmental in Nature

Student life at MNU maintains the development of individuals as a principle objective which characterizes our nature and purpose. The focal point of student life is providing a developmental climate throughout campus which emphasizes co-curricular experiences. It is essential that professionals and paraprofessionals in the residence halls, counselors, office staff and administrators display an active commitment to student growth and maturity. This includes providing opportunities for person-building through formal and informal interactions between all members of the campus community.

Student life should provide opportunities for restoration through redemptive behaviors, policies and structures which balance grace and renewal with consistency as we strive to maintain the integrity of the university community. These attributes should characterize our campus community. Those working in student life will proactively assist students in reconciliation with God, as well as between individual students. Accordingly, we must deal with the effects of our broken world.

The impact of emotional scars, shattered relationships, self-defeating behaviors, etc., requires responses that position students to receive God's best for their lives. Every effort must be made to restore students who require the touch of a healing campus community to dynamic fellowship with God and others.

If students exercise their freedom inappropriately, peer influences become vital links in the chain of community. Therefore, peer judicial councils provide one of these links since interdependent responsibility between all members of the campus community strengthens student life programs and experiences. Our judicial system must reflect the principles and practices of being redemptive, while simultaneously providing the greater campus community with maximum opportunities to thrive in a Christian atmosphere.

### Student Life is Co-Curricular in Purpose

Students who attend MNU not only desire an academic education, but a co-curricular experience as well which enables them to mature and develop their physical, social, spiritual and emotional "selves." Accordingly, we must ensure extensive opportunities for growth in these areas.

The residence halls at MNU are meant to provide more than a place for sleep or studies. They exist to provide an environment for personal growth. The learning which takes place outside the classroom is of equal value to that within the classroom. By living together, students are exposed to people with different backgrounds, habits, ideas, personalities, and ways of meeting needs. Through the process of learning to live with different people, students learn more about themselves.

Student life also involves frequent opportunities for leadership. Students not only find fulfillment in serving, but will develop many of the leadership and coping skills they will need for the remainder of their lives while attending college. Those who choose to be involved in student government, servant leader opportunities, compassionate ministries or residential programs empower themselves by laying a foundation for critical leadership contributions in the future.

## **POLICIES AND DISCIPLINARY PROCESS**

*A Biblical Rationale for*

*Campus Policies and Regulations*

*At MidAmerica Nazarene University*

MNU has developed its campus policies and regulations from a Christian perspective. We operate from the conviction that God has created men and women as co-heirs to operate in an orderly and purposeful fashion. Thus a Christian community must develop policies and regulations as guides to obtain its mission and fulfill God's purpose for the community. These policies and regulations help the college community to live by its basic moral and social principles and to articulate its beliefs.

MNU has created campus policies and regulations that have emerged from our theological and moral perspectives. The Bible is the final authority of our faith and practice, and we believe that it must serve as our guide in the development of our policies and regulations. It is hoped that all members of the University will experience unparalleled freedom through their relationship in Jesus Christ and that this freedom will serve as the basis for academic and social liberties inherent in God's grace. The spirit of community trust serves as one of the principle feature which makes MNU a unique educational institution. We prize integrity, personal responsibility and accountability and expect that when students join the MNU family they will prize these principles and become partners in a community seeking God's truth.

The community has been designed to help students obtain unusual levels of maturity through their interactions with others in the community. We think the teaching and learning processes flourish in a Christian environment where trust, respect, and appreciation form the bedrock for relationships in the community. Persons attending MNU must realize that our commitment to the development of a Christian community is firm, and we welcome anyone to join who can contribute to our principles.

The Scripture instructs about the basic evils of life. (Exodus 21:17; Psalm 19; Matthew 5:17-20; Romans 7:7 - 8:4; II Timothy 3:16-17). Pre-marital sex, drunkenness, social injustice and violence are self destructive and alien to a holiness lifestyle. Civil laws and obedience, except where in conflict with obedience to God, are binding on the Christian. (Romans 13:1-7; I Peter 2:11-17). In addition, some things are not intrinsically wrong but may be offensive to others in the community. So as maturing Christians we must act wisely by going the second mile in love (Acts 15:1-31; Romans 14; I Corinthians 8-10).

Some of our policies reflect judgments based on consideration of the consequences to the individual and the community as well as on the intrinsic right or wrong of a practice. The MNU community believes that there is a Biblical basis not only for moral and civil law but for extending ourselves for the needs of others in the community. These principles are based on the intrinsic worth of persons who are created in the image of God (Genesis 1:26-31; Psalms 8). We believe that the moral law of God is an expression of love and justice and that the civil law is an attempt to create a just and benevolent society. In practice, love is a spiritual law and goes beyond the requirements of civil law because of the divine value it places on persons (Matthew 27:37-39; Romans 13:8-10; I John 3). Regulations are not to be seen as legalistic impositions for the purpose of control or manipulation. Nor are they to be seen as a means of self-justification, but rather as an attempt to do what is right. Regulations are meant to put love in action and to help us glorify God. It is only through God's grace and the indwelling of the Holy Spirit that men and women can be motivated to live a life of holiness (I Corinthians 6:15-20; Romans 8:2-5).

It is our intent to avoid the appearance of legalism which makes conformity an end in itself. Yet, we must avoid a tendency to regard love as needing no structure and the replacement of all other moral law. Therefore, MNU policies and regulations must not be evaluated on the misconception that love and liberty need no structure, but on the belief that we must individually order our lives with love and justice.

We do not pretend that our policies and regulations are perfect nor do we condemn other Christians whose judgments are different from our own. It is our contention that our policies and regulations will be for the greater good of the community and assist us to deepen our relationship with the Lord.

Our Christian community endeavors to apply scripture to contemporary life and is concerned about the influence of the university on the secular community. Some of our policies and regulations reflect our desire to avoid needless offense to some who are more sensitive about certain things than we may be ourselves (I Corinthians 8-10). Disagreement about such regulations is to be expected and reflects the kind of tension between conformity and change which characterizes any Christian community.

We do not claim human perfection nor do we expect unanimity regarding the appropriateness of our policies and regulations. Instead we expect an understanding of why we have certain regulations and integrity in keeping them. Finally, we hope the Christian community which created our policies and regulations facilitates a maturing Christian who hungers for God's truth.

In summary, our policies and regulations fall into three broad categories:

1. Regulations which reflect God's moral law. For example, cheating is a form of stealing and premarital sex is sin and both are wrong.
2. Regulations which reflect civil law. For example, possession and use of illegal drugs are civil offenses as well as immoral and in violation of scripture.
3. Regulations which involve judgments about the effects of certain behaviors. For example, we have regulations governing residence halls and general campus behavior. We have regulations regarding our bodily well-being such as refraining from the use of tobacco and intoxicating beverages. Finally, we have regulations that provide guidelines for our moral well being. Such as abstaining from the use of gambling, pornography, discernment in the viewing of TV, movies, and other entertainment.

Every effort is made to consider students as responsible citizens of the MNU community with problems and needs reflective of different degrees of maturity and self understanding. It is expected that many students will struggle with personal values and lifestyle choices during the college years. We wish to be sensitive to this particularly during the disciplinary process where we provide supportive counseling necessary for constructive personal growth. Consequently, the policies and regulations which follow in the succeeding pages of this handbook, which have been developed by students, faculty, administration and trustees, are administered by Judicial Councils. The Judicial Councils are composed of students, staff, faculty, and administration and follow the redemptive model outlined in Matthew 18:15-17. The councils attempt to administer community policies and regulations from a developmental perspective with the belief that consequences for the violation of community mores should lead an individual toward redemption with God, restoration with the community and reconciliation with people.

*All scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness that the man of God may be adequate, equipped for every good work.*

*~ II Timothy 3:16 & 17*

#### **A. Specific Policies and Behavioral Expectations**

**The following regulations are governed in accordance with RHC policies for judicial councils. Since it is impossible to anticipate all circumstances which influence judicial decisions, councils will attempt to consider all aspects of disciplinary situations before rendering a decision. This may include extrapolating from current policies concerning behavior that does not uphold the mission, character, or biblical perspective of the University.**

**Students should understand that these regulations are intended for behavior both on and off campus. Likewise, students should not post pictures, videos, or other records of behavioral violations on websites. Examples include but are not limited to xanga.com, myspace.com, or facebook.com. If found, such evidence will serve as a behavioral violation report.**

##### **1. Access Cards**

Student access cards should be used exclusively by the student to whom the card has been assigned. Any third party use for access to MNU buildings can compromise the safety and security of our campus, and will not be tolerated. Students involved in the unauthorized use of access cards will receive judicial consequences.

##### **2. Alcohol, Illegal Drugs or Tobacco**

- a) The University prohibits the use, possession, or distribution of illegal drugs and parapher-

nalina by its students.

- b) The University prohibits the use, possession, or distribution of alcohol and alcohol paraphernalia by its students. Attendance at bars, night clubs, private parties where alcohol is served is prohibited. Likewise, employment at bars, night clubs, or any establishment that sells alcohol as a primary product is prohibited.
- c) The University prohibits the use or possession of all tobacco products and paraphernalia.
- d) The University reserves the right to test students for alcohol or illegal drug use when there is reasonable cause to believe use has occurred.
- e) MNU reserves the right to notify the parent(s) of dependent students who violate behavioral policies related to alcohol and illegal drugs.

### **3. Amnesty**

Students who are struggling with issues and behaviors that violate behavioral or disciplinary policies are encouraged to seek support and help.

- a) Any student who initiates contact with a staff member in Student Development, the Chaplain's Office, or the Counseling Center regarding issues and behaviors of this nature will receive no judicial consequences. However, an accountability contract may be required.
- b) Students who request help will be asked to abstain from behaviors that violate university policies and may be asked to sign a behavioral agreement or seek professional assistance.
- c) Student Development may still impose reasonable and applicable expectations or boundaries for student leaders who seek support and help through the Amnesty policy.

### **4. Arson**

Students who engage in arson or attempt arson, will face consequences from both civil authorities and the MNU student Judicial System. Consequences may include dismissal.

Students who disable, remove or activate any fire safety equipment or devices without cause will face consequences from both civil authorities and the MNU Student Judicial System.

Consequences may include dismissal.

### **5. Breaking and Entering**

Climbing over barriers or forcing entry into any unauthorized areas on campus will not be tolerated. A student found to be, or to have been, in an unauthorized area will be held financially responsible for any damages. Students who violate this policy may be subject to a Campus Police citation and/or a determination of consequences through the University judicial system.

### **6. Clubbing/Dancing**

Clubbing is not allowed for students of MidAmerica Nazarene University. Clubbing includes attendance at any location that promotes a club-like atmosphere. Examples include but are not limited to businesses, homes, hotels, etc., that sponsor or endorse such activities as sexually promiscuous dancing, illegal drug use, alcohol use, promiscuity, late-night hours, etc. Students are expected to avoid forms of entertainment that detract from spiritual growth and break down the proper moral inhibitions and reserve of themselves and others. Additionally, the University and its organizations will not sponsor nor promote dance events on or off campus.

### **7. Disorderly Conduct**

No person shall cause inconvenience, annoyance, or alarm to any other individual by acting in a manner that may be perceived as verbally or physically threatening or insulting to that person. Depending upon the severity of the action, violations of this policy may result in a verbal or written warning, a \$25 fine for each offense, community service hours, disciplinary probation and/or suspension of the Residence Hall Contract.

## 8. Dress Code

Clothing should be appropriate to the occasion, in good taste, and reflective of the atmosphere of vital Christianity. Since appropriateness and "Christian" are not uniformly agreed upon terms pertaining to matters of dress, determining appropriate attire for various occasions is viewed by MNU as part of a student's development. The process of asking oneself about these criteria, however, will usually lead to correct decisions. Student Development staff reserves the right to make judgments in specific situations involving members of the campus community. As an institution of the Church of the Nazarene, we are guided by the following statement from the Manual in the formation of this policy: "Our people are to dress with Christian simplicity and modesty that becomes holiness."

**Appropriate clothing includes slacks, jeans, sweaters, sweatshirts, T-shirts and shorts which exemplify modesty. Dresses and skirts should be a modest length.**

### **DRESS CODE GUIDELINES:**

- a) Short shorts and spandex (form fitting) are not permissible.
- b) Earrings are the only body piercing allowed.
- c) Immodest attire such as tank tops, half shirts, men's sleeveless shirts are not allowed except in the residence halls and Physical Education facilities.
- d) Clothing giving the appearance of being undergarments (i.e. sports bras, boxers, athletic T-shirts) is not permissible.
- e) Strapless, bra-less, low cut tops and bare midriffs are not permissible.
- f) Footwear must be worn in all academic buildings and in the Campus Center.
- g) Sunbathing is not allowed on campus at any time.
- h) Clothing with inappropriate advertising (alcohol, tobacco, etc.), pictures and/or text that are contrary to MNU standards are prohibited.

## 9. Drug Free Schools and Campuses

In order to comply with the Drug-Free Schools and Communities Act of 1989, MidAmerica has produced the following guidelines:

- a) Health Risks: The use of certain illegal drugs and products are known to be detrimental to physical and psychological well-being. The uses of drugs are associated with a wide variety of health risks. Among the known risks are severe weight loss, malnutrition, physical and mental dependence, changes in the reproductive system, damage to the lungs, heart problems, and even death.
- b) MNU Standards of Conduct: Students are to refrain from the use of alcoholic beverages and illicit drugs/substances not authorized by a physician. Under no circumstances are the above to be used, possessed, sold, or distributed on or away from campus. Students violating this policy will be subject to University disciplinary consequences, including suspension and dismissal.
- c) State and Federal Legal Sanctions: In addition to university consequences, Kansas and Federal law provide for fines and/or imprisonment for unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of fines and length of imprisonment vary according to the type and amount of the substance involved the offender's past record, and other factors.

The legal sanctions for the unlawful distribution of drugs increase if the substance is distributed to persons under twenty-one years of age or within one thousand feet of the property of the University.

In addition, any student who receives a Federal Pell Grant and who is convicted of a criminal drug offense that occurred during the period of enrollment covered by the Pell Grant must report the conviction.

#### **10. Electronic Devices**

Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any University owned or University operated facility. Use of cellular devices with photographic capabilities and use of devices for purposes of photographing test questions or other notes and materials is prohibited. Photographing individuals in private areas such as bathrooms, locker rooms or other areas where there is reasonable expectation of privacy is strictly prohibited.

#### **11. Entertainment**

While the Media Arts can be a valuable form of recreation and entertainment, there are certain forms that are not congruent with holy living. Therefore, we will make choices that are consistent with our pursuit of holiness in activities such as, but not limited to, theater, music, film, television, video, radio, DVD's and computers.

- a) Students are not to attend or participate in entertainment, which would not be in keeping with the spirit of specific public and behavioral regulations or which diminishes moral perceptivity and judgment. This includes attendance at bars, nightclubs, or private parties where alcohol is served.
- b) NC-17 and X rated movies, videos or DVD's are not allowed to be viewed by MNU students nor are any film productions which glorify sexual immorality, violence, or denigrate our holiness standards.
- c) Only, R-rated movies, videos and DVD's that contain sufficient historical, educational or redeeming value may be allowed for viewing on campus.
- d) Students are expected to avoid forms of entertainment that detract from spiritual growth and break down the proper moral inhibitions and reserve of themselves and others. Additionally, the University and its organizations will not sponsor nor promote dance events on or off campus.
- e) The Student Development staff reserves the right to make judicial decisions regarding student violations of behavioral policy during scheduled breaks and at other times when the judicial councils cannot meet.

#### **12. Explosives**

- a) Explosive devices of any kind are not permitted on campus for any reason.
- b) Examples of explosive devices include but are not limited to dry ice bombs, fireworks, ammunition, smoke bombs, and bottle bombs.

#### **13. Falsification of Information**

Any student who knowingly falsifies or is a party to the falsification of any official records or documents including University records, ID cards, parking permits, or chapel attendance records will be subject to disciplinary action.

#### **14. Financial Irregularities**

A student who deliberately writes bad checks (insufficient funds) or commits forgery will be subject to university discipline as well as legal action.

#### **15. Fireworks, Firearms, Weapons, and Knives**

- a) The use or possession of fireworks is prohibited by statutes of the State of Kansas and policies of MidAmerica Nazarene University. Violators may be prosecuted by the State Fire Marshall as well as the University.

- b) Students bringing firearms, weapons or knives to campus must check them in with Campus Police immediately or be in violation of University policy. All firearms, weapons or knives must remain with the Campus Police unless the student is taking these items off campus.
- c) Any device that fires or propels a projectile is considered a weapon at MNU. Nerf toys are the only exceptions to this definition. This includes, but is not limited to potato guns, balloon launchers, air soft guns, BB or pellet guns.

#### 16. Gambling

Gambling in any form is prohibited.

#### 17. Harassment

“Words, conduct or actions directed at specific person that annoys alarms, intimidates, or causes substantial emotional distress to that person and serves no legitimate purpose; harassment is actionable in some circumstances.” (*Black’s Law Dictionary*)

It is the responsibility of all members of the campus community to understand that behaviors, attention or contact that create a hostile environment, regardless of intention, constitutes harassment under MNU policy and the law.

- a) Many different types of behavior could constitute harassment, including, but not limited to, those unwanted and persistent contacts and communications made through the use of phone, computer, a friend, the local or on campus mail, personal communication, or physical contact.
- b) In addition, the use of vulgar or profane language is unacceptable at MNU, and may constitute harassment.
- c) Racial, Ethnic, or National Origin Harassment: Racial harassment is considered to be a serious breach of proper conduct at MNU and a violation of federal and local law. Racial harassment includes conduct or action that is based on a person’s race or ethnicity that creates a hostile environment, prevents effective learning or work performance, or creates an intimidating or offensive campus environment.
  - 1. Racial or ethnic harassment may include threats, physical contact, pranks, vandalism, derogatory comments, jokes or ridicule directed at an individual or individuals because of their race or national origin. In addition, repeated racial or ethnic remarks or conduct, even if not directed at a specific person or persons, which unreasonably affect the ability of students to participate in university programs may constitute racial or ethnic harassment.
  - 2. Racial and ethnic harassment will not be tolerated. MNU will respond to all complaints promptly.
- d) Sexual Harassment: Sexual harassment can be defined as gender-related verbal or physical conduct that takes place under any of the following circumstances:
  - 1. The threat that submission to or rejection of this conduct will affect the person’s grade or other type of evaluation or recommendation.
  - 2. The behavior interferes with the victim’s social, academic, or work performance; or creates an intimidating, hostile, offensive, or otherwise adverse learning or work environment.

Although it is not possible to provide an exhaustive list of all types of conduct, the following are some examples of sexual harassment.

- 1. Subtle or blatant pressure for sexual activity.
- 2. Persistent sexually explicit or sexist statements or stories.

3. Frequent jokes of a sexual nature.
  4. Repeated leering or staring at a person's body.
  5. Unwanted hugging, patting, kissing, brushing up against someone's body, or other inappropriate sexual touching.
  6. Suggestive or obscene notes or phone calls.
  7. The display of sexually explicit cartoons or pictures.
  8. The use of vulgar language including "cat" calls.
- e) **Sexual Assault:** Sexual assault is the non-consensual physical contact of a sexual nature. It includes acts using force, threat, intimidation, or manipulation to gain advantage over another person's mental or physical capacity of which the perpetrator was aware or should have been aware. The use of any drug, including alcohol, judged to be related to an offense will not relieve responsibility for the behavior.

Any incidence of harassment or assault is taken very seriously by the University. A person, who becomes a victim of harassment, whether from an acquaintance or stranger, should promptly report the incident to the Vice President for Student Development, the Vice President for Academic Affairs, or the Director of Human Resources.

#### 18. Law Violations

- a) Theft is a violation of Kansas law and university policy and is prohibited.
- b) Any student of the University, charged with a felony, will be immediately precluded from participation in extracurricular activities and representing the University in any official way.
- c) Any student convicted of a felony will be referred to his or her judicial council for a final determination of consequences, which may include dismissal from the University. Students who confess to law violations may also be referred to the appropriate judicial council for a determination of consequences.

**Note:** Violations of local and federal law may require MNU to take disciplinary action. In such cases, the Amnesty policy will not apply.

#### 19. Physical Aggression and Hazing

Behavior which injures, disgraces, or threatens any individual is prohibited by the University.

#### 20. Pioneer Pride

- a) Any student leaving his/her food tray or throwing food in the Campus Center will be issued at least four hours of campus restitution. Additional consequences may be given. Students will have one week to arrange their time of service with the Food Service Director.
- b) Any student, who willingly defaces University property, disables University equipment, etc., will be issued at least four hours of campus restitution. Additional consequences may be given depending on the situations.
- c) Students who have not arranged for his/her campus restitution by the end of one week will be automatically suspended from all extracurricular activities until campus restitution has been completed.

#### 21. Possession of Pornographic or Profane Materials

Vulgar or profane language is a violation of campus ethics and is not permissible at MNU. This would include the possession of any form of pornographic literature including computerized materials. Students' internet homepages and web sites should not contain profane language, pornographic pictures and/or literature, or sexually suggestive language and pictures. Anything the University considers inappropriate for displaying in a student's room is also inappropriate on internet homepages. Any refusals to cooperate will be addressed by the appropriate disciplinary council, and will include loss of the privilege of having a MNU internet account.

## **22. Sexual Behavior**

- a) MNU believes that human sexuality is a gift from God and that sexual relations are appropriate only within a marriage relationship. We accept the biblical standards that prohibit all sexual immorality. We also believe the power of God and the wisdom of the Holy Spirit combine to provide the means to live victoriously with respect to sexual purity.
- b) The University may judge a person's sexual activity as inappropriate by University standards and may take action with regard to the individual(s) that may range from counseling to dismissal. Misuse of God's gift will be understood to include but not be limited to sexual abuse, sexual harassment, sexual assault, incest, adultery, fornication, heterosexual misconduct, homosexual behavior, and possession of pornographic materials. In addition, possession of paraphernalia used for involvement in sexual immorality is prohibited.
- c) The Bible is clear in its teaching on the sanctity of human life and we will do everything we can to prevent the destruction of an innocent life through abortion. Our belief in the sanctity of life guides our response to those unmarried students who become pregnant. We are committed to standing with both the father and mother of the unborn child as they consider the results of their actions and make decisions for their future and the future of their unborn child. We understand the complexity of needs which crisis pregnancies present and will provide structure and support during this time. MNU is prepared to provide assistance through counseling and academic support services. Any consequences determined necessary by the University will be applied equally to both parties if both are students.

## **23. Trespassing & Unauthorized Access**

- a) University rooftops, maintenance rooms, areas marked by a sign, and unauthorized lab rooms, are off limits to students. Buildings and facilities on campus have regular hours of operation and policies and conditions for use. Anyone who gains, or assists in gaining, unauthorized entrance to University property during closed times and/or in illegal ways (i.e., through windows, picking locks, or by deception) will be subject to University disciplinary action and/or criminal prosecution.
- b) Likewise, compromising the security of any campus facility or tampering in any fashion with security measures (including, but not limited to propping doors, damaging or subverting alarms, windows, doors, screens, tampering with phones, discharging fire extinguishers or using alarmed doors except in cases of an emergency, etc.) is strictly forbidden and subject to disciplinary consequences under the judicial policies of the University.
- c) Climbing on any building on campus is prohibited.

## **24. Vandalism**

- a) The destruction or defacing of property owned by individuals or the University is prohibited.
- b) Students who engage in vandalism will face consequences from both civil authorities and the MNU student judicial system.

## **25. Visitation**

- a) Any student who enters a campus residence room, apartment, or dorm hallway of a student of the opposite sex, or who entertains any person of the opposite sex in their room, apartment, or dorm hallway at any time other than designated open house without the express permission of their Resident Educator is subject to immediate disciplinary action. Roommates and/or occupants in a room or apartment will be considered a partner in visitation unless they leave the room or apartment immediately.
- b) Visiting the off-campus homes, apartments, hotels/motels of persons of the opposite sex without due regard for the reputation of both the University and persons involved will be cause for disciplinary action. Situations that would warrant action include visiting a person

of the opposite sex in an unsupervised situation after residence hall in-hours or spending the night at the home of a person of the opposite sex in an unsupervised situation, including camping.

**NOTE:** The full texts of the following policies are available upon request in Student Development: Crisis Pregnancy, Sexual Immorality, Events, Sexual Harassment, Alcohol and Illegal Drug Testing policies, and Involuntary Withdrawal.

#### **B. Consequences of Behavior**

It is expected that all members of MNU will conform to the community living guidelines. Consequences for those who do not will depend on the nature of their offense. The Residence Hall Council (RHC) has created policies for disciplinary decisions made by judicial councils. These RHC policies are reviewed in each residence hall for on-campus students, and are posted in various locations for off-campus students. Additional copies are available in the Student Development office.

Coaches and/or Athletics Department may impose additional consequences to the sanctions listed in this section. The following sanctions may be used:

##### **1. Warning/Reprimand**

Either written or verbal, these are used for less serious violations. Policy review with a student or with a group of students will constitute a warning.

##### **2. Accountability Contract**

The contract is a written agreement between a student and a Student Development Staff member. It is used in lieu of a judicial council meeting for some first offense violations at the discretion of the staff member.

##### **3. Campus Restitution**

Various hours of restitution can be assigned. Students serving restitution will work for either Food Services or Facilities Services, depending on the decision of the Judicial Council or the Judicial Council chairperson. A record of work completed will be kept on file. If a student fails to complete campus restitution within the specified timeframe, more hours may be added along with additional consequences.

##### **4. Fines**

These may be determined by any of the University's judicial councils or Student Development staff. Fines must be paid before academic transcripts or school records will be released and before registering for the next semester.

##### **5. Limitation of Privileges**

This sanction could include sign-out privileges, restrictions from certain campus locations, etc., depending on the situation.

##### **6. Provisional Continuance**

A written warning that further violations of campus policies may result in dismissal from the University. This may include a signed contract between the student and the University.

A permanent record may be kept in the student's file located in the Student Development office. Parents of dependent students will be notified.

##### **7. Disciplinary Probation**

A written warning that further violations of campus policies will likely result in dismissal from the University. Disciplinary probation may include significant restriction of extracurricular activities. Parents of dependent students will be notified.

##### **8. On-Campus Suspension**

Involuntary separation of the student from attending classes and activities for a specified length of time. This may be necessary if a student must travel a great distance to serve suspension, or if serving off campus suspension creates an extreme hardship. Parents of dependent students will be notified and a permanent record may be kept in the student's file located in the Student Development office. There is no refund of educational and other student college costs.

**9. Off-Campus Suspension**

Involuntary, complete separation of the student from the University for a specified length of time. Parents of dependent students will be notified and a permanent record may be kept in the student's file located in the Student Development office. There is no refund of educational and other student college costs.

**10. Withdrawal**

Involuntary withdrawal from the University is without the privilege of returning for a specified time. Upon involuntary withdrawal parents of dependents will be notified and a permanent record may be kept on file.

If withdrawal occurs before the end of the term, academic work is forfeited. No withdrawal will be granted during the last two weeks of the semester. There is no refund of educational and other student college costs.

**11. Dismissal**

Involuntary complete separation of the student from the University for the current semester and/or the following semester. Parents of dependent students will be notified. Academic work in progress is forfeited and University costs are not refunded. To regain admittance following dismissal, the student must submit a letter of request to the Student Development office.

**C. Hearings**

1. Generally the Student Development staff initiates the process of a judicial hearing. Most disciplinary situations will be heard by the judicial councils of the respective residence halls. Disciplinary situations involving violations of regulations governing sexual relationships, addictions, or extreme lifestyle violations may be heard by the University Judicial Council (UJC). All disciplinary situations involving off-campus students will also be heard by the UJC. If a case involving students from different residence halls arises, a joint council meeting will be called to hear the case. Either the full council or representatives from each council will comprise this joint council.
2. The professional staff of Student Development shall constitute an Administrative Judicial Council to adjudicate judicial cases between semesters, during the summer, at times preceding the election of RHC Councils, and during the final two weeks of each semester. This group may also meet to adjudicate extremely sensitive circumstances on a case-by-case basis.
3. In the event of the need for a disciplinary hearing, the student will be advised in writing of the time of the hearing and the nature of the charges against him/her.

At the hearing the student will be informed of the nature of the evidence against him/her and will be given the opportunity to be heard.

Following the rendering of a decision, the student has the right of appeal. A written appeal must be turned in to the Student Development Office within 24 hours of the original decision. Only those appeals based on new information, precedent consistency, or due process will be considered.

The appeal will be heard at least 24 hours after the original judicial council rendered a decision. If the original hearing was with a residential judicial council, the appeal will be to the UJC. If the original hearing was with the UJC, the appeal will be to the University Court of Appeals. Any sanction imposed by the original hearing body may continue in effect until the appeal is heard and the decision is upheld or overturned. Exceptions will only be made if the appeals council cannot be convened in a timely manner. Both original jurisdiction hearings and appeal hearings will follow disciplinary guidelines. These are not formal court procedures and state and federal rules of procedure and laws do not apply. Students may not have legal counsel at any of the proceedings. The original appeal and jurisdiction proceedings are designed to assist in the enforcement of University community discipline.

#### **D. Procedures**

1. In all disciplinary circumstances the student should be reminded that personal development and integrity are primary goals and that corrective measures are intended to help each student to become a responsible and contributing member of the community.
2. The general format for disciplinary hearings will be as follows: (exceptions may be made, according to the nature of the case)

Prayer

Presentation of charges

Presentation of evidence

Presentation by student charged

Questioning of student charged and/or witnesses

Deliberation (student charged not present)

Decision/Notification

No audio or visual recordings of any kind may be made at the hearing. Formal court procedures and state and federal rules of procedure do not apply. Legal counsel is not allowed to attend hearings.

#### **E. Right to Waive Hearing**

1. Students may choose to waive their right to a hearing and accept consequences under the following conditions:
  - a) The violation is the student's first violation;
  - b) The student admits guilt to the violation;
  - c) The student wishes to do so.

## **RESIDENTIAL LIFE**

### **RESIDENTIAL LIFE MISSION STATEMENT**

The Residential Life staff seeks through its programs and services to provide an environment in which students' academic, spiritual, cultural, social, and physical growth can be cultivated and enhanced.

#### **A. Residence Hall Philosophy**

Residence halls at MNU are meant to be more than a place for sleep or studies. They provide an environment for personal growth. The learning which takes place outside the classroom is of equal value to that within the classroom.

By living together, students are exposed to people with different backgrounds, habits, ideas, personalities and ways of meeting needs. We hope that through the process of learning to live with different people, students will learn more about themselves. Welcome to Residential Life at MNU!

#### **B. Off-Campus Requirements**

MidAmerica Nazarene University is, by definition and mission, a residential university. In support of this aspect of its character, the Board of Trustees has established a policy requiring most students to live on campus. The policy is that all unmarried students under the age of twenty-two (22), not living with parents, grandparents or guardians must live on campus if they take more than eleven (11) semester hours. **Students turning 22 years old by mid-semester break will be allowed to begin that semester off campus, see #1 below.**

Exceptions to the required residential policy are administered by the Housing Committee which meets bi-annually on **August 1<sup>st</sup> and December 1<sup>st</sup>**. Petitions must be submitted before each deadline to be considered. Late Petitions will not be considered until the following semester, the student will be required to move on campus until their petition has been considered by the Housing Committee.

Exceptions:

1. Students who reach their 22<sup>nd</sup> birthday BY mid-semester break may live off campus for the entire year. Students who reach their 22<sup>nd</sup> birthday before mid-semester break the second semester may begin that semester off-campus.
2. Person's who are living with relatives at least 25 years of age. Relationship must be verified.
3. Former students who have not been enrolled in MNU for two or more consecutive semesters and who are established in housing.
4. Persons who have not been previously enrolled in MNU and have established a household in the Kansas City area apart from parents or other family members for a significant period of time (minimum of one year).

**NOTE:** Students who violate the Housing Policy may be required to reduce his/her course load to eleven (11) hours or less or move on campus. If a student does not reduce his/her course load voluntarily, the Associate Dean for Residential Life may do so with the approval of the Associate Academic Dean and the Vice President for Student Development. Additional consequences may be enforced when misinformation and dishonesty is discovered. Exceptions are granted for one semester ONLY. It will be necessary to reapply prior to each semester that the student is under 22 and off campus housing is desired. Off-campus residents are expected to abide by the same standards of personal conduct as on-campus students.

#### **C. Off-Campus Students**

Off-campus students are to abide by the same standards of personal conduct as required of on-campus students. It is understood that students residing in their parents' homes are not required to change the home's patterns. They are expected, however, to maintain the University's behavioral expectations when away from the home. Further, students shall not promote standards contrary to those espoused by the University.

#### **D. Residence Hall Process/Policies**

### **1. Room Reservations/Assignments**

- a) Application for residence hall assignments is for the entire school year (fall and spring semester). A \$100 room deposit is required in order to reserve a room. In addition, students must sign a Lifestyle Covenant and Housing Contract.
- b) The \$100 room deposit will be refunded after withdrawal or graduation, provided the premises are left in original condition and check-out procedures are followed. The deposit will be credited to the balance of an unpaid balance due to MNU.
- c) Room assignments are made according to space available and paid room deposits. In order to assure that all students under 22 have campus housing, older students might have to apply to live on campus. Application does not guarantee campus housing but will be granted on a space available basis.
- d) Assignment to a residence area includes a room key. Failure to account for the key and/or failure to return the key will result in a charge to cover the cost of changing the locks.
- e) The University reserves the right to change room assignments in the interest of health, discipline or general welfare of the student.
- f) When possible, students will be assigned roommates and living areas of their choice.
- g) The University reserves the right to consolidate students into rooms/apartments during the school year when vacancies are made available.

### **2. Occupancy Period**

- a) The normal occupancy period for the academic year includes University breaks as shown on the official University calendar, with the exception of Christmas break. Normally, residence halls close 24 hours after the last scheduled exam at the end of each semester.
- b) Limited space is available during the summer months to students who are taking a summer course, working on campus, or planning to enroll in the fall term and who plan to live on campus. Housing is granted on a first-come, first-served basis to students who have completed summer housing applications and have made appropriate financial arrangements with the Office of Student Accounts.

### **3. Checking In and Checking Out**

- a) Checking into the residence hall involves several steps:
  1. Signing a Key Agreement and Housing Contract - This form details the condition of the room upon arriving and will be used to gauge damages done when the student checks out.
  2. Getting a Room Key - This key opens your door and in some cases it opens outside doors as well (Draper, Ramsey).
- b) Checking out of the residence hall also involves several steps, but each residence hall's details differ. Returning the room/apartment to its original condition can be a great task for some.
  1. Cleaning and taking trash to the dumpster.
  2. Packing up and loading all of your personal items.
  3. Getting the RE or RA to inspect the room for cleanliness and damages.
  4. Turning in your key and arranging to have deposit returned if student is not returning to campus housing.

**Checking out in the middle of a semester should be closely coordinated with your Resident Educator.**

- c) The Room Deposit (\$100) is returned to graduates and students not returning to MNU. A Room Deposit will be partially returned or not returned if:
  - 1. A student fails to check out properly (leaves without warning, keeps key).
  - 2. A student fails to account for damages done to a room.
  - 3. The room/apartment is left dirty, trash not taken out, or items are left in the room.
  - 4. Student has unpaid balance.
- d) If a student is returning the next semester the above charges will be reflected as a fine.

#### 4. Housing Assignments for Upperclassmen

Housing assignments for the fall term are made in the previous spring terms. The process begins after the RA's have been selected and assigned to the residence halls.

#### 5. Personal Property

Students are responsible for their own possessions. The University maintains no insurance on student owned property. Each student is responsible for securing personal property insurance. Often the student may have coverage under their parents' policy.

#### 6. Residence Hall Room Entry

a) **General Room Inspection** is typically done ANYTIME a residence hall staff member enters a room, even if just a social call. Student Development staff members may enter residence hall rooms unannounced for the following reasons:

- 1. Room Check – accountability check of student well-being and safety conducted after 11pm.
- 2. Hygiene, sanitation, and cleanliness
- 3. Health of residents
- 4. Safety matters and fire regulations
- 5. Essential maintenance

b) **Room Searches** are conducted only when situations present reasonable cause for a University policy violation. The following reasons might constitute a search:

- 1. Reasonable grounds to believe that University policies have been violated
- 2. Reasonable grounds to believe that State or Federal laws have been violated.
  - Confiscated items could be used as evidence in subsequent disciplinary proceedings
  - Personal property may be held by MNU as a result of a room search and may be returned to the student after its use has been fulfilled. However, items that violate University policy will not be returned.
  - Entrance into and search of rooms is done by at least two staff members as designated by the Student Development Office.

The following guidelines will be used by authorized persons in entering students' rooms for a search:

- 1. At least two Student Development staff members will participate in a room search.
- 2. A report of such an entry shall be filed with the Student Development Office. In the event the occupant(s) of the room are not present, a report shall include date, time, purpose of entry, and the persons making the entry.
- 3. Personal property may be held by MNU as a result of a search and may be used as

evidence in subsequent disciplinary proceedings. Personal property may be returned to the student after its use has been fulfilled. However, items that violate University policy such as, but not limited to, evidence of criminal activity, drug paraphernalia, pornographic materials, etc. may not be returned.

#### **7. Guest Arrangements**

- a) Occupants of campus housing may have occasional overnight guests of the same gender under the following guidelines:
  1. The guest adheres to all policies and regulations of the University.
  2. The guest is registered with the Resident Educator.
  3. The guest does not remain more than three (3) consecutive nights unless approved by the Resident Educator.
- b) The University reserves the right to deny lodging to any guest if it is in the best interest of the student occupants and/or the University. Students who violate these guidelines may be charged a daily rate for each day the guest remains.
- c) All guests who are not staying overnight must leave campus by 1:00 a.m.

#### **8. Residence Living Expectations**

Students are expected to accept the responsibility for care of their own rooms and for the cost of any repair or replacement of damaged University property. The following specifics should be observed:

- a) Students may not bring their own bedroom/furniture.
- b) Rooms are expected to be kept clean and reasonably neat.
- c) All wall mountings should be done with some form of non-destructive adhesive. Residents are held responsible for nail holes and tape marks on walls. Spikes, bike racks and other such attachments are not permitted.
- d) Window screens are to remain in place and room furniture must remain in assigned room.
- e) Permissible electrical appliances include:
  1. Appliances which do not have open coils, as well as small microwaves.
  2. Students may bring small (4 cu. ft. or less) refrigerators, but are subject to a safety check.
- f) Students may not paint walls.
- g) Pets may not be kept in campus housing, with the exception of fish if the aquarium is clean and less than 30 gallons in size.
- h) Due to fire safety concerns, burning candles, incense, and other open flames are prohibited.
- i) Signs and posters or products which are not in keeping with the standards of the University are prohibited. These include:
  1. Sexually suggestive posters.
  2. Displays which promote inappropriate activities inconsistent with University policies.
  3. Alcohol or tobacco containers (full or empty).
- j) Students are expected to keep sound equipment volume within reasonable limits. Each residence area is responsible for establishing and enforcing its own policy on quiet hours. During these times, all individuals should be able to sleep or study without distraction.

## 9. Residence Hall Safety

Safety is always a concern. The following should be observed:

- a) Under no circumstances should a student tamper with existing electrical equipment such as lighting, wiring or switches.
- b) Corridors, stairwells, landings, doorways and exits are to be kept clear at all times.
- c) It is a misdemeanor to disable, activate or remove any safety device, such as fire extinguishers, fire or smoke alarms, exit lights, emergency lights and fire doors. These offenses may be prosecuted by the Fire Marshall as well as the University. **These are civil offenses and will be treated as a serious disciplinary violation.**
- d) The possession and/or use of fireworks is a civil offense and may be prosecuted by the State Fire Marshall as well as the University.
- e) No firearms or ammunition are allowed in residence halls at any time. All guns and ammunition must be stored with the Campus Police Department.

## 10. In-Hours

- a) Freshman in-hours are 12:00 midnight Sunday through Thursday and 1:00 a.m. on Friday and Saturday.
- b) Sophomore and Junior in-hours are 1:00 a.m. seven days a week.
- c) Senior in-hours are 3:00 a.m. seven days a week.

## 11. Campus Public Viewing of Copyrighted Movies

Copyright laws dictate that organizations and individuals must obtain a license to show films and movies in residence hall lobbies, lounges, parlors, etc., since these locations do not qualify as private or home viewing.

## 12. Residence Hall Staff

- a) The Student Development staff has selected and trained residence hall personnel to help maximize the potential of the residence hall experience. Resident Educators (RE's) and Resident Assistants (RA's) are members of the Student Development staff. They are available to students for friendship, guidance and help in most areas of your University experience. They are responsible to the Associate Dean for Residential Life.
- b) Resident Assistants are student paraprofessional members of the Student Development staff. They are selected because of their desire and ability to serve their fellow students. As staff members, RA's serve as communicators, keepers of order and catalysts for ideas and activities.

## 13. Residence Hall Council (RHC)

RHC is the governing body of the residence halls. There is great value in students assuming responsibility for governing their own affairs. The membership of RHC includes one director and elected officers from each residence hall. These elected members plan social and developmental activities, address campus issues, serve on judicial councils and govern residential life. This council exists to provide a residential environment for students' personal growth.

## 14. Handicapped Accessible Housing

Disabled students needing special facilities and accessible living arrangements will be given priority when necessary. In some cases this could mean a departure from normal housing assignment procedures.

When faced with a disabled student enrolling who would need the use of a handicapped accessible apartment, it is our policy to override the application process in order to accommodate the student regardless of their classification.

# **SPIRITUAL LIFE**

## **CHAPEL AND CONVOCATIONS**

Chapel is a vital part of community life at MidAmerica Nazarene University. It is one of the few occasions when each segment of the University community has the opportunity to join with each other for worship, instruction, and encouragement to serve. MidAmerica is committed to being both a community of learning and a community of faith. Chapel services are designed to provide an opportunity to contribute to the integration of faith, learning, and living.

Students can choose the type of service in which they will participate. In addition to the 30 traditional chapels offered on Tuesday and Thursday, 15 chapel services are held on Wednesday at 10:00 a.m. A total of 45 chapels are offered throughout the semester. An additional 5 chapel alternatives are offered during the semester which will allow students to receive chapel credit for a total of 50 chapels.

Following is an outline of chapel options:

Tuesday – At college church the university chaplain leads the community through a sermon series with a time of worship in song and with a special emphasis on the MNU community gathering as the people of God. 2 chapel credits

Wednesday – Held in Bell Cultural Events Center. This is a liturgical service. The Christian calendar is used to guide each service. Consistent elements of this chapel service are participatory confessions of the church creeds, participation in the Eucharist, worship through special music lead by the Fine Arts Division and use of the lectionary. 1 chapel credit

Thursday – This service also in the Bell Cultural Events Center places a high emphasis on student planning, leadership and execution. Students will provide creativity in planning and executing this chapel opportunity for their peers. 1 chapel credit

Chapel alternatives –These chapels coincide with a particular series the Chaplain is leading the community through or may address a pertinent issue in the life of the campus. 1 chapel credit

Students need to receive a total of 40 chapel credits each semester by attending any combination of the options above. A total of 65 chapel credits are available each semester.

## ***OUTREACH MINISTRIES***

### ***Compassionate Hearts and Hands***

We believe God wants us to share His love through volunteering in our community in various ways. Through our volunteer projects, MNU students will be given the opportunity to experience first hand the needs of others in the Kansas City community and develop a passion for being a servant of Christ.

### ***Gospel Station***

Gospel Station is a group that ministers from the heart. They go out to teach, reach, and share what God has done in their lives by using drama, puppets, activities, and preaching to share the gospel. (Advisor: James Garrison)

### ***Insight Players***

Our mission is to share God's love through drama. You can expect to travel several weekends during the semester in order to serve at various churches.

### ***Kansas City Rescue Mission***

Become involved in urban ministry and go to the Rescue Mission to prepare and serve meals and organize and distribute donated clothing to the men.

### ***Nursing Home Ministry***

Spend a wonderful time ministering to the residents through playing games, singing, testi-

monies, and whatever else they want us to do.

## **ASSOCIATED STUDENT GOVERNMENT**

Associated Student Government provides an opportunity for the students of MidAmerica Nazarene University to make a contribution to the campus community. This can be done through a leadership role or by being an active participant in its activities and programs.

Responsibilities of the Associated Student Government include sponsoring social activities, encouraging academic excellence, fostering an environment conducive to spiritual growth, and representing the student body to the Board of Trustees and administration. These activities provide invaluable experience for students. It is hoped that the citizenship skills acquired at MidAmerica Nazarene University will lead to a lifetime of citizenship. In this respect, Associated Student Government plays an important role in the educational process.

### **CAMPUS PERFORMANCE AND ACTIVITY POLICY STATEMENT**

#### **A. Philosophy**

All concerts/performances must be wholesome in nature and edifying to the MNU community.

Performances must also be consistent with the purpose of Christian higher education and in harmony with the standards and conscience of the Church of the Nazarene.

#### **B. Guidelines**

1. The event, either on or off campus, must be compatible with the image and objectives of MidAmerica Nazarene University. With the fundamental concept that MNU wishes to encourage and maintain an environment of vital Christianity, the following guidelines will apply in the selection of entertainment and public programs:
  - a) Language is not to be vulgar, profane (including the use of expletives), obscene, or crude.
  - b) The program will be in harmony with Christian values/doctrines of the Church of the Nazarene.
  - c) Choreography will be kept to a minimum.
  - d) Any reference to sexuality will reflect the Christian value system.
  - e) The University position of total abstinence relative to the destructive use of alcoholic beverages, tobacco, and other drugs shall be supported.
2. No person or group, either on or off campus, will be sponsored whose message and activities are contradictory to the doctrines or conscience of the Church of the Nazarene. References from other Christian colleges, organizations, or churches must be acquired before contracts or agreements are issued.

#### **C. Procedure**

1. If the performance is to be sponsored by a student group, either on or off campus, it must be approved by the Student Government, Director of Student Activities, the faculty sponsor of the group, the Associated Student Government Business Manager and the Vice President for Student Development.
2. The type of activity must be appropriate to the facility used. All activities scheduled for buildings or classrooms on campus must receive approval from the appropriate administrative office.

## **CLUBS AND ORGANIZATIONS**

### **Alpha Chi (National Honor Society)**

A student organization for the purpose of encouraging and recognizing scholastic achievement and to extend the classical and cultural academics beyond the classroom into the living environment of the campus community. (Advisor: Mark Ford)

### **BSU (Black Student Union)**

This club is open to all MNU students. This club promotes cultural diversity and service in the community. (Advisor: Tony Moore)

### **Criminal Justice Club**

This group seeks ways to be involved not only on MNU's campus, but the surrounding communities as well. Since there are numerous career opportunities in the field, they try to expose students to as many of them as possible to facilitate understanding of the system as a whole. Participates in fund raising to attend national conventions, fund social events, and special speakers. (Advisor: Dan Partrich)

### **Delta Mu Delta (Business Honors Club)**

The MNU branch of the National Collegiate Business Honor Society. It exists to recognize outstanding academic achievements of Business students. (Advisor: Lisa Wallentine)

### **Drama Ministries**

An organization offering three ministry opportunities for students through various dramatic outlets.

These include: Chapel Players. This group provides skits for university chapels and for the campus. Insight Players. This group provides skits and plays for churches in the educational region for a love offering. Drama Club. A club for students interested in all aspects of theatrical arts. Activities include working on tech for fall/spring productions and fundraising by selling concessions, attending live theater in the Kansas City area. Any student is welcome. This club meets monthly. (Advisor: Cindy Peterson)

### **FCA (Fellowship of Christian Athletes)**

This club meets once a month to encourage and build up other students. FCA extends their invitation to everyone on campus, athletes and non-athletes alike. (Advisor: Kathy Nunamaker)

### **Guitar Club**

A club for all guitar players! Beginners and advanced, all are welcome to jam with the man, Professor David Smart. (Advisor: David Smart) all are welcome to jam with the man, Professor David Smart. (Advisor: David Smart)

### **ISC (International Student Community)**

This group's main goal is to create awareness of the different international students and their distinct culture through international food and culture events on campus. International flags will be displayed permanently in Cook Center to represent the different nations on campus. Monthly meetings organized by the student president of the ISC keep international students informed and connected. (Advisor: Dr Song'ony)

### **KSSNA**

Kansas State Student Nurses Association. An organization for nursing students which exists to promote ideals and purposes of the nursing profession. (Advisor: Delia Pittman)

### **Pep Band**

An organization of students that performs at all home football and basketball games. This is a good way for students to mix music and fun times. Membership is open to all students but they must talk to the advisor. (Advisor: Ron McClellan)

### **Psi Chi (Psychology Honors Club)**

The MNU branch of the National Honor Society of Psychology. The organization exists to further the science of psychology. (Advisor: Earl Bland)

### **Pi Lambda Theta (Education Honors Club)**

An international honor and professional association in education. The mission is to provide leadership for the education profession, to promote academic excellence at all educational levels, to provide leadership development for its members, to foster an environment for professional growth, and to recognize outstanding educators. (Advisor: Jo Lamar)

### **PTCO (Professional Teacher Candidate Organization)**

The PTCO is a local umbrella organization equipping professional teacher candidates to become teacher leaders servicing learning communities by providing opportunities for effective communication and collaboration. Membership in any educational professional organization such as KANAAE, KNEA-SP, CEAI, IRA, ASCD, MEA, NCSS, NSTA, etc. are all included beneath the PTCO umbrella. This group plans the education banquet, holds fundraisers, and sponsors community service opportunities. Scholarships are available to members. (Advisor Jo Lamar and Erin Casler)

### **SIFE (Students in Free Enterprise)**

A student organization that provides opportunity for students to participate in competition, social activities and trips to major U.S. corporations. (Advisor: Dave Wegley)

### **Sigma Chi Omega**

Open to all female MNU students. Their focus is to provide accountability and sisterhood to women who desire to seek Christ and serve our campus and community. (Advisor: Stacie Porter)

## **CAMPUS SAFETY INFORMATION**

### **CHAPTER ONE**

#### **GENERAL PROVISIONS**

**1-1 Purpose:** Campus Safety officers are employed by the University and serve as part of the Student Development Office. Their purpose is to serve the University community by providing a safe and secure atmosphere where learning can be accomplished.

This is accomplished by various services and activities such as, traffic and parking enforcement, crime prevention patrol, crowd control at special events, building access, escorts, unlocking doors, fire alarm response, participation in the University's Crisis Management plan, plus many others. All Campus Safety officers are CPR certified.

**1-2 Responsibilities:** The officers and staff of the Campus Safety Department are responsible for helping maintain campus safety, the reporting and investigation of crimes on the campus, parking and traffic control, and the opening and closing of buildings. They are also responsible for issuing all identification and access control cards. **All crimes or suspicious activity should be promptly reported to the Campus Safety.**

**1-3 Authority:** MNU officers have full authority on University property and on the adjacent College Church of the Nazarene property.

Any action by a member of the campus community that interferes with Campus Safety Officers in the performance of their duties will result in disciplinary action being initiated. **NOTE:** The University cannot protect students from the legal consequences of their actions either on or off campus.

**1-4 Campus Safety Business Hours & Phone Numbers:** Campus Safety can be reached 24-

hours a day at extension 3299 or from off campus at (913) 971-3299. The office is located in Campus Center. Regular office hours are:

Monday – Friday 8:00 A.M. – 5:00 P.M.

**1-5 The Jeanne Clery Disclosure of Campus Security Safety & Campus Crimes Statistics**

**Act:** The Campus Safety Department is responsible for the collection and publication of the annual crime statistical report as required by the Jeanne Clery Disclosure of Campus Security Policy & Campus Crimes Statistics Act. A copy of this information may be obtained by contacting the Campus Safety Department. The report can viewed at:  
[www.mnu.edu/services/campus\\_police/crime\\_stats.php](http://www.mnu.edu/services/campus_police/crime_stats.php)

**1-6 Special Programs:** The Campus Safety Department participates in a number of programs throughout the school year that are aimed at information, crime prevention, and public service. They include various orientation programs for parents, new students and returning students. Personal safety for females and the marking of personal property to assist in its recovery and return should it be stolen are also examples of Campus Safety activities.

The Campus Safety Department may turn over the investigation of some reported crimes to an outside agency having the proper jurisdiction and investigatory means to successfully investigate, solve, and prosecute the offense. This does not relieve the individual involved from the University's Disciplinary and/or Judicial process.

## CHAPTER TWO

### STUDENT IDENTIFICATION CARDS & ACCESS TO CAMPUS BUILDINGS

**2-1 Student Identification Cards:** All students of MidAmerica Nazarene University are required to have a Student Identification Card that includes their photograph. The card also contains the student's identification number and a barcode that may serve several purposes. The Campus Safety Department issues all Student Identification Cards. There is no charge for the first identification card.

**2-2 Display of Student Identification Cards:** When requested by a member of the Faculty, Administration, or the Campus Safety students are required to show the requesting individual their student identification card. The Administration of the University retains the right to require that students wear their identification cards in visible fashion if unforeseen circumstances arise that require a higher level of security.

**2-3 Basic Information about Access:** Access to all campus buildings is controlled by either mechanical locks or by a computerized proximity card access system. All residence halls have been equipped with the computerized system. Only hall residents have access to their respective halls through the computerized system.

**2-4 Key & Card Control:** The Campus Safety Department strictly controls issuing access control cards. Keys for mechanical locks are under the control of the Facilities Services Department. However, Campus Safety Officers may unlock University buildings for persons with proper authorizations. Persons found in a University building without proper authorization may be subject to arrest, or disciplinary action, or both.

**2-5 Procedure for Obtaining an Access Card:** Access control cards are only available from the Campus Safety Department. Campus Safety will issue an access control card with proper authorization from the appropriate administrative authority, i.e. Resident Educator or building manager. There is no charge for the first access control card. Subsequent replacement cards are provided for a fee of \$5.00 which is posted to your student account. The access control system allows only one card to be active at a time.

## CHAPTER THREE

### MOTOR VEHICLE REGISTRATION

- 3-1 Basic Philosophy of Campus Motor Vehicle Policy:** Possession and operation of a motor vehicle on the campus of MNU is a privilege and NOT a right. As such, the University Administration may revoke the privilege for failure to comply with the regulations that govern the possession and use of motor vehicles on the campus.
- 3-2 Vehicle Registration Required:** All persons, (faculty, staff, residential and non-residential students) are required to register **all** vehicles they have on the campus. The only acceptable proof that a vehicle is properly registered is the display of the appropriate parking permit in the manner prescribed in this handbook.
- 3-3 Registration Procedure & Fee:** Registration of one vehicle is provided as a free service to students during fall and spring registrations. Thereafter all registrations will be completed in the office of the Campus Safety Department in Campus Center. A **fee of \$3.00** will be assessed. If the vehicle being registered is a replacement for a vehicle previously registered for the respective school year, the registration **fee will be waived.**
- 3-4 Grace Period for New/Replacement Vehicle Registration:** A motor vehicle **must** be registered with Campus Safety within **two (2) business days** of its arrival on campus. This includes borrowed vehicles, rental vehicles, or vehicles that replace a previously registered vehicle.
- 3-5 Temporary Vehicle Registrations:** For rental and borrowed vehicles that will be used temporarily, a temporary permit is required. A temporary permit may be purchased in the office of Campus Safety for **\$1.00**. The permit is valid for four weeks. Additional time may be purchased at the rate of **\$1.00** per additional week.
- 3-6 Display of the Permit:** Parking permits **must be permanently attached** to the vehicle and displayed on the **lower left corner** of the **back window** or the **left portion** of the **rear bumper**. Use of tape to attach the permit is not permitted. Temporary permits must be attached to the inside lower left portion of the rear windshield. Vehicle permits issued for motorcycles will be displayed on the left front fork. **Only the current year's permit may be displayed.**
- 3-7 WARNING:** Failure to properly register a vehicle or to properly display the issued permit may result in the loss of parking privileges. A vehicle **is not** properly registered until the permit is properly affixed to the vehicle.
- 3-8 Proof of Insurance:** The University requests proof of insurance to register a vehicle. The State of Kansas requires all operators to be covered by statutory liability minimums and drivers must carry a current certificate of insurance.

## CHAPTER FOUR

### REGULATIONS GOVERNING MOTOR VEHICLE OPERATION ON CAMPUS

- 4-1 Registered Owner's Responsibility:** The registered owner of a vehicle is responsible for its operation on the campus of MidAmerica Nazarene University. Any citations issued involving a registered motor vehicle is the ultimate responsibility of the registered owner.
- 4-2 Driving or Moving Violations Include:**
- Careless or Imprudent Driving** – This includes the excessive rotation of tires.
  - Failure to Obey Traffic Control Device** – Stop signs, one-way signs, etc.
  - Basic Speed Violation** – Driving at a speed that exceeds what is reasonable or prudent for the immediate conditions.
  - Campus Speed Limit Violation** – Driving at speeds that exceed the **campus speed limit of 15 mph.**

**Driving Off Roadway** – Driving in areas where vehicular traffic is prohibited, including barricaded areas, sidewalks, grass, athletic fields and tracks.

**Failure to Obey the Directions of an Officer** – An officer directing traffic supersedes traffic control devices and his/her directions must be obeyed.

## CHAPTER FIVE

### REGULATIONS GOVERNING PARKING ON CAMPUS

- 5-1 Parking Defined:** Parking is defined as **a stationary unoccupied vehicle.**
- 5-2 Parking Regulations:** The number of motor vehicles being parked and operated on the campus requires effective management for the overall good of the campus community. The regulations that govern the operation and parking of motor vehicles on campus have been formulated to provide optimal safety and convenience for the University Community. All members of the University are expected to comply with the various vehicle regulations including registration, parking, and operational.
- 5-3 Where You May Park:** All restricted parking areas on campus are color-coded. Color-coded lots are restricted during the time periods printed on the signs. During the restricted time frame a vehicle will be legally parked if it is bearing a permit corresponding to the color of the lot. No unauthorized vehicles may park in spaces designated handicapped or twenty-four (24) hour reserved.
- 5-4 Special Note about Fire Lanes & Handicapped Parking Spaces:** Parking in handicapped spaces without the proper permit or license, and parking in a fire lane are subject to a \$50.00 fine imposed by the University, and a \$100.00 fine imposed by the Police or Fire Departments of the City of Olathe. Officers of those departments may enforce these ordinances on the campus without invitation from the University.
- 5-5 24-Hour Reserved Spaces:** Parking spaces designated as “24-Hour Reserved” are subject to 24 hour, seven days a week enforcement.
- 5-6 Visitor Parking:** VISITOR spaces are reserved for persons who are neither students nor staff, but are on the campus to visit or conduct other business. These spaces are reserved during normal business hours, 8:00 am – 5:00 pm.
- 5-7 Motorcycle Parking:** Motorcycle parking is provided in every parking lot. Motorcycles may be parked in the **corner spaces** that are marked by yellow painted stripes. Other vehicles are not to be parked in these areas at any time.
- 5-8 Parking Violations:** Parking violations include:
- Illegal Parking:**
- Parking in an area not designated for parking, i.e. on grass, sidewalk, loading zone, driveway, or yellow zone.
  - Parking in space reserved for a special purpose, i.e. Visitor, 24-Hour Reserved, and other special purposes.
  - Failure to park within the lines of the space, or parking in a non-space.
- 5-9 Restricted Parking:**
- Parking in handicapped space without proper license or permit.
  - Parking in a fire lane.
- 5-10 Registration Violations:** Parking or operating a vehicle on campus:
- without registering the vehicle;
  - failing to display a current parking permit; or
  - improperly displaying a permit.

## CHAPTER SIX

### MISCELLANEOUS OTHER REGULATIONS

- 6-1 Private Property Declaration:** All grounds and buildings within the boundaries of MNU are private property. They are controlled under the authority of its administration and Board of Trustees. The private property laws of the Federal Government, the State of Kansas, and the City of Olathe also apply. The Campus Safety Department is charged with local jurisdiction on campus. It is only by **GRANTED** permission that any person and/or vehicle will be permitted use of campus facilities or grounds. Certain guidelines must be followed and failure to do so can result in the immediate revocation of the privilege.
- 6-2 Leaving a Vehicle over Summer:** Vehicles may not be left on the campus during the summer months without written permission of the Director of Campus Safety. Vehicles in violation of this section may be towed and stored at the owner's expense.
- 6-3 Traffic Regulations in Effect 24-7:** Unless stated otherwise, all traffic and vehicle regulations are in effect 24-hours a day, seven days a week.
- 6-4 Appeal of Citations:** If a member of the University community wishes to appeal a ticket, he or she may do so by responding to Campus Safety Department in Campus Center and obtaining an appeal form. The completed form and the violator's copy of the citation must be turned in to the Campus Safety **within ten (10) days** of the citation being issued. If no appeal is made within the ten (10) day period, any and all right of appeal is forfeited. An Appeals Committee reviews all appeals and a decision is rendered. The Appeals Committee is comprised of three members: a staff member, a faculty member, and a student. The committee's decision is final. Campus Safety will not debate the appropriateness of a citation. Fines are non-negotiable.
- 6-5 Payment of Fines:** All fines are to be paid at the Cashier's office in Lunn Hall between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday. No student will be permitted to register for a new semester until outstanding fines are paid. The Campus Safety department **does not** accept payment of, or benefit from, fines.
- 6-6 Bicycle Registration:** If you have a bicycle on campus you need to register it with the Campus Safety Department. Your bicycle permit is valid for your tenure at MNU, and it is FREE. A bicycle is NOT considered registered if the permit is not affixed. **Unregistered** bicycles left on campus over the summer will be considered abandoned and will be disposed of accordingly.

## CHAPTER SEVEN

### FINES & FEES

#### SUMMARY OF FINES & FEES

Violation/Service	Fine/Fee
<b><u>Improper Driving</u></b>	
Excessive speed, Careless or reckless driving, Driving left of center, Violation of traffic control devices (signs-barricades-etc.), Driving off roadway (grass-sidewalks). <b>NOTE:</b> Improper Driving Fines are:	
1st Violation	<b>\$20.00</b>
2nd Violation	<b>\$30.00</b>
3rd Violation	<b>\$40.00</b>
All Subsequent Violations	<b>\$50.00</b>
<b><u>Failure to Comply</u></b>	<b>\$50.00</b>
Persons who refuse to comply with the reasonable request of any Campus Safety Officer in the official performance of his duties, or anyone attempting to evade, elude, harass, or in any other way hinder or interfere with the officer.	

**Illegal Parking**

- Parking on grass
- Parking on walks
- Parking in the road or driveway
- Parking in a yellow zone
- Parking overtime
- Parking in 24-Hour reserved
- Parking in a visitor's space
- Failing to park within the marked space
- Parking unauthorized in a color- coded lot

1st Violation	<b>\$ 5.00</b>
2nd Violation	<b>\$10.00</b>
3rd Violation	<b>\$15.00</b>

**4<sup>th</sup> & Subsequent Violations**

The 4th & subsequent violation for the same or similar violation during an **academic year**, in addition to the fine, may result in the suspension of driving privileges on campus & the revocation of the parking permit. **NOTE:** Fees for subsequent violations increase in \$5.00 increments.

**Restricted Parking** **\$50.00**

Parked in handicapped space without proper permit. Failure to display handicapped permit. Parking in fire lane.

**Permit Violation Fines**

1st Violation	<b>\$ 5.00</b>
2nd Violation	<b>\$10.00</b>
3rd Violation	<b>\$15.00</b>

Fees for subsequent violations increase in \$5.00 increments.

**Vehicle Registration**

First vehicle <u>during</u> fall/spring registration	<b>FREE</b>
After Fall/ Spring registration	<b>\$ 3.00</b>
Additional vehicles *	<b>\$ 3.00</b>
Temporary permits (up to 4 weeks)	<b>\$ 1.00</b>
Additional weeks (each)	<b>\$ 1.00</b>

**\*NOTE:** No charge to register a vehicle replacing a vehicle previously registered for the respective academic year.

**Inoperable Vehicles**

Parking, storing, or abandoning inoperable vehicles on campus *	<b>\$25.00</b>
Performing mechanical repairs on campus	<b>\$25.00</b>

**\*NOTE:** A vehicle will be deemed inoperable or abandoned if the vehicle is not used during a consecutive one (1) week period. Once a vehicle is determined to be inoperable or abandoned the vehicle will be issued a citation. After the citation is issued, if the vehicle is not moved or removed by the owner/operator, an eleven (11) day notification process will begin. The vehicle may be towed from campus property anytime after the eleven (11) day period expires. The cost of the tow,

plus any storage costs, will be the responsibility of the owner.

**Boot Removal**

**\$50.00**

After a vehicle accrues six (6) citations it is subject to immobilization. Once an immobilizer (“boot”) is attached to a vehicle’s tire and wheel the vehicle cannot be moved without sustaining damage. In order to have a “boot” removed, the owner/operator will be required to:

1. Register the vehicle, if unregistered
2. Pay all accrued fines
3. Pay a \$50 “boot” removal fee

Tampering with or damaging the “boot” will result in charges being initiated through the Olathe Police Department.

**Towing**

**At Owner’s Expense**

Vehicles belonging to owners/operators who have had parking privileges revoked may be towed from campus. Vehicles deemed abandoned or inoperable will be towed from campus. The cost of the tow and any subsequent storage charges are the responsibility of the owner.

**CHAPTER EIGHT**

**SAFETY SUGGESTIONS**

**8-1 Statement of Liability:** The Campus Safety Department will take every reasonable precaution to prevent theft or damage to personal property or vehicles. The University does not assume liability for items of personal property, or for vehicles and their contents while parked on the campus. As a result the following suggestions are made for consideration:

- 8-2** Always lock your vehicle securely.
- 8-3** Do not leave valuables on the seat of your vehicle where they are easily seen from the outside. If you must leave valuables in a car, the trunk is the safest place.
- 8-4** When possible, mark all your valuable property and keep a record. An etching tool may be checked out from the Campus Safety Department to assist you in the marking process.
- 8-5** Report all accidents and crimes to the Campus Safety as soon as possible.
- 8-6** When going to your car after it has been parked, have your keys in your hand and check the interior of the vehicle before you unlock the door. When the interior is determined to be safe, unlock the door you will use to enter the vehicle. Once you enter the vehicle lock all doors.
- 8-7** Residence hall rooms should be locked when unoccupied even for a short time. They should also be locked when the residents are inside asleep.
- 8-8** Escorts: Campus Safety provides, and encourages the use of, personal escorts. Call Campus Safety instead of walking across campus in the dark, or walking alone when you are uncomfortable about doing so. Officers are on-duty 24 hours everyday. We are here to serve you. Please allow us to provide this added element of personal safety.

The purpose of this department is to serve the University community. In some areas the Olathe Police Department provides assistance. Campus Safety officers are given full authority to exercise appropriate actions necessary to fulfill their duties. The use of argumentative, threatening, or profane language, or any other action considered unbecoming to MNU standards, directed toward an employee of the Campus Safety Department will not be tolerated. Offenders will be referred to the Student Development Office for appropriate disciplinary action.

**ACADEMIC LIFE**

The academic programs at MNU are at the heart of the University’s purpose for existence. While the MidAmerica Nazarene University Catalog is the official source-book for academic require-

ments, policies and procedures, the following underscores some information of special importance to students.

**A. Student Responsibility**

The administration and faculty of MidAmerica Nazarene University attempt to outline clearly and advise consistently concerning requirements for graduation and the student's progress in meeting these requirements. Part of the student's personal development, however, is the recognition and acceptance of responsibility in meeting all graduation requirements. The student is expected to take the initiative and to follow through in the completion of all requirements and details of the academic program.

**B. Academic Advising**

Students are assigned to faculty advisors in their field of study. While faculty advisors have primary responsibility for helping students with academic matters, they are often willing to help with more general matters of concern.

**C. Changes in Registration**

Any drop/add made after the completion of registration must be processed officially in the Registrar's Office. You must pick up a drop/add slip in the Registrar's Office. The professor of the class affected and your advisor must sign the slip, you must then return it to the Registrar's Office.

For any change made after the stated deadline, except in cases made necessary by faculty action, a fee will be charged. Simply attending or ceasing to attend a class does not constitute an addition or a withdrawal. Failure to officially withdraw from a class can result in receiving an "F" as a final grade.

Students may withdraw with a "W" provided they withdraw within ten weeks from the first day of classes. For seven week courses, the withdrawal must be made within five weeks of the first day of classes.

Students who find it necessary to drop a course must secure a withdrawal form from the office of the Registrar. These forms must be properly completed, signed, and filed in that office.

**D. Classification of Students**

Each student's academic classification is determined at the beginning of the fall and spring semesters. The following classifications are used for both full-time and part-time students:

- Freshmen—Students meeting admission requirements with less than 24 semester hours
- Sophomores—Students having earned at least 24 semester hours
- Juniors—Students having earned at least 56 semester hours
- Seniors—Students having earned at least 88 semester hours
- Part-Time Students— Students taking less than 12 semester hours.

**E. Withdrawal from University**

Students who find it necessary to withdraw from the University before the close of the semester should secure withdrawal forms from the office of Student Development. These forms should be properly completed, signed, and filed in the Student Development office. No withdrawals are granted during the final two weeks of classes. Finals week is not included in these two weeks.

**F. Educational Rights and Privacy**

The Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment) guarantees each student the right to know what information the University maintains about individual students and the right to ensure the accuracy of that information.

Students also have the right to know who has access to files of information and for what purpose, as well as to control to a significant extent, the distribution of that information outside the institution. MidAmerica Nazarene University complies fully with this law. For more information, contact the office of the Registrar.

#### **G. Grade Changes and Grievances**

Grade changes made for extra credit after the course is completed are inappropriate for the university level. However, there are circumstances within which it may be appropriate to change the grade awarded for a course.

Those circumstances are very limited and very specific. Instructors may change course grades when consultation with the student convinces the instructor that the submitted grade was not an accurate reflection of the student's mastery of the subject; when, after consultation with the student, the appropriate division chair recommends reconsideration; when, after consultation with the student, the Associate Academic Dean for Undergraduate Studies recommends reconsideration; and when, an appeals committee recommends re-consideration.

The issues which may be considered by instructors, and others if the student appeals, are also limited and specific. Issues which may be included in reconsideration of a course grade awarded are computational error, procedural issues, application of course rules, fairness in the context of the course, consistency, and communication of standards.

Faculty members should not refuse a student request for recompilation of a course grade, or for the rationale behind the grading in a course or on a given piece of work. Students may appeal a course grade only after attempting to resolve the disputed grade, first by consultation with the faculty member involved and, if necessary, by consultation with the appropriate division chair.

If these consultations fail to resolve the problem, the student may file a formal petition with the Associate Academic Dean for Undergraduate Studies, who will call a meeting of the Academic Council. The Academic Council will appoint a subcommittee to serve as an Appeals Committee for each individual case.

The Committee, which consists of two faculty members who are members of the Academic Council and one student, is empowered to summon evidence pertinent to the appeal and to question persons involved. The Appeals Committee guarantees the right of both the student and the faculty member to hear all evidence and receive copies of all written statements submitted as part of the appeal. In appeals of grades involving other than computational or procedural issues, the burden of proof lies with the student filing the appeal to demonstrate that the grade is clearly unfair in the context of the course.

If efforts at mediation of the matter fail after examination of the evidence, the Appeals Committee will vote whether to sustain the grade or recommend to the instructor that a change of grade be made. In arriving at its decision, the Committee should not make judgments regarding the severity of an instructor's rules. The Committee should, however, have the right to make judgments regarding the manner in which an instructor applies his rules, taking into consideration such issues as fairness, consistency, and the communication of standards. All records of the Appeals Committee become part of the minutes of the Academic Council. All decisions are final.

#### **H. Academic Integrity**

MidAmerica Nazarene University expects its students, faculty, and staff to be honest and to have the highest personal integrity. This standard should govern relationships and behavior in the residence living areas, classrooms, chapel, and other campus entities. As a Christian community, faculty, staff, and students have a moral and ethical responsibility to uphold the principle of honesty, and to refrain from any activity or behavior that would suggest academic dishonesty and lack of personal integrity.

Dishonesty is defined as a misrepresentation of facts to slant consequences in one's favor, minimize one's work load, or make untruthful claims to benefit oneself or others. Failures in academic integrity may occur in attendance fraud, cheating, plagiarism, and fabrication.

The following sections list examples of dishonesty related to academic integrity. However, the list is not exhaustive.

#### DEFINITIONS AND EXAMPLES

##### 1. Attendance Fraud

Based upon the University's view of integrity, a misrepresentation of one's attendance at a required campus event (e.g. class, chapel, etc.) is a breach of academic integrity and is considered to be attendance fraud. Specifically, attendance fraud includes:

- a) Writing another student's name or I.D. number on an attendance sheet;
- b) Asking or permitting another student to write one's own name or I.D. number on an attendance sheet;
- c) Writing one's own name or I.D. number on an attendance sheet and leaving the activity before it is formally dismissed;
- d) Making a false or misleading statement to an instructor as an excuse for missing class;
- e) Altering or forging a document submitted to an instructor from a physician, nurse, or University official as an excuse for missing class; or
- f) Providing false information on a time record about the amount of time worked.

##### 2. Cheating

Students who cheat misrepresent their own legitimate effort on an assignment (including but not limited to projects, papers, tests, labs, recitals, reading requirements, practice hours, practicum's, etc.). Cheating is also the representation of someone else's work as one's own. Specifically, cheating includes the unauthorized:

- a) Entry of a faculty or secretarial office in search of examination-related material;
- b) Use of materials from a faculty or secretarial office to prepare for an examination;
- c) Discussion of any part of an examination by a person who has not completed the exam with any person who has already completed the examination;
- d) Presentation of a fraudulent excuse to seek permission to take an examination at a different time than the scheduled time;
- e) Possession of a copy of an examination;
- f) Assistance to or from another student during an examination;
- g) Looking at or attempting to look at another student's paper during an examination;
- h) Use of written materials during an examination;
- i) Use of any electronic device, pre-programmed or otherwise, during an exam; or
- j) Collaboration with another person to complete a project or homework assignment.

The operating principle for a student is this: When in doubt the student should assume that no questionable activity is permitted unless the faculty member explicitly approves it. It is the student's responsibility to ask the faculty member which activities are authorized and permitted in each course.

##### 3. Plagiarism

Academic integrity requires that one acknowledge ideas and expressions borrowed from others. Plagiarism is a special form of academic dishonesty in which writers or speakers fail to acknowledge the source of ideas, or portray someone else's work as one's own.

Plagiarism includes:

- a) Copying another student's work on an assignment (e.g., daily written work, a speech, term paper, workbook, etc.);
- b) Unauthorized accessing and/or copying another person's computer file(s);
- c) Submitting written work or oral work purchased from commercial sources (e.g., "mail order" term papers) or submitting work based upon information purchased from such sources;
- d) Submitting written or oral work as one's own when prepared by another person whether for money or favor; or
- e) Unacknowledged quotation from a published work.

In the academic community there is variation in how often and to what degree the sources of ideas need to be cited. Faculty members can provide guidelines within academic disciplines. When the work depends upon the contributions of others, the basic principle to be following is to acknowledge one's indebtedness to them.

4. Fabrication

Individuals, who commit academic fraud, fabricate fictitious data and report them as real. Specifically, fabrication includes:

- a) Submitting a report on an experiment or project that was not actually performed;
- b) Listing works which were not actually consulted in a bibliography; and
- c) Listing fictitious works in a bibliography.

**I. Academic Judicial Process**

If a student deems it appropriate to appeal an academic decision (defined as final grade, probation from an academic program, dismissal from an academic program, or academic integrity decision) the following steps must be followed:

- 1. Communicate and seek to resolve the situation with the professor concerned.
- 2. If the student does not accept the resolution proposed by the professor, an appeal may be made in writing to the Division Chair/Program Director. The written appeal must specify both the complaint and the action requested. The written appeal must be filed no later than six (6) weeks after the beginning of the next full semester or six (6) weeks after grades are posted for non-traditional programs (i.e. MHR, MBA, MED).
- 3. If the student does not accept the resolution proposed by the Division Chair/Program Director, the student may file a formal petition with the Associate Academic Dean for Undergraduate Studies who will review the petition and discuss the matter with the Division Chair/Program Director. The Associate Academic Dean for Undergraduate Studies will then make a recommendation. If the student does not accept the recommendation, the student may appeal within three working days to the Academic Council Appeals Committee.
- 4. The Committee, appointed by the Academic Council, shall consist of two (2) faculty members who are members of the Academic Council and one (1) student. The committee may at its discretion summon evidence pertinent to the appeal and question persons involved. The committee will provide a hearing for the student and/or faculty member to present their position and evidence. Neither student nor faculty is allowed to bring in attorneys or outside persons or counsel. The burden of proof lies with the student filing the appeal to demonstrate that the academic decision made was clearly unfair. All records of the Appeals Committee become part of the minutes of the Academic Council. All decisions are final.

**J. Disciplinary Action For Integrity Violation**

The thrust of the academic integrity policy of MidAmerica Nazarene University is twofold. The

University endeavors to communicate clearly its positive expectations about the principle of academic integrity and to educate its members accordingly.

The University also endeavors to discipline violations of academic integrity in a fair and consistent manner. The penalty for an academic integrity violation may include any of the following depending on the severity and/or the pattern of violation:

1. A zero (0) or "F" on that particular assignment, examination, or project. No makeup work or extra credit project will be permitted. The zero or "F" may not count as the lowest grade to be dropped, if a faculty member uses a lowest-grade-dropped policy.
2. Failure for that course, or
3. Dismissal from the University.

More severe penalties may be levied when the integrity offense is an organized group action or when criminal actions result. The University reserves the right to prosecute alleged criminal offenses. In cases of academic dismissal, the "dismissal" designation shall be entered on the student's transcript.

## **STUDENT SERVICES**

One of the things we pride ourselves on here at MidAmerica is the variety of student services we offer, everything from a campus health office to career planning and placement.

This section provides an overview of these services.

In many of the sections below you'll find links imbedded in the text which will lead you to more detailed information on that particular service.

### **A. Advertising on Campus**

Advertising is limited to certain areas on campus. If advertising an activity for students, you must have your poster stamped in the Student Development Office before posting it on campus.

### **B. ADA Compliance**

In compliance with section 504 of the Rehabilitation Act, MidAmerica will make reasonable accommodations for students with disabilities. Students with needs for academic accommodations must contact Cynthia Lindsey, ADA compliance officer. Physical/Residential accommodation needs must be brought to the attention of the office of Student Development Office.

### **C. MNU Bookstore**

The MNU Bookstore is located at the east end of the Campus Center. Along with the textbooks (new and used) required for your classes, you will also find school supplies, cards, souvenirs, and gifts. The store hours are Monday through Thursday 7:30am - 6:00pm, Friday 7:30am - 5:00pm, Saturday 9:00am - 1:00pm.

### **D. Campus Center**

The Campus Center is the focal point of everyday campus activity. It houses the student dining room, President's dining room, Pioneer Food Service, Student Development Offices, MNU Bookstore, Career Development Center, Health Services, Post Office, Admissions, Campus Safety, Student Activities, Student Financial Services, and Residential Life (Housing).

### **E. Career Development Center**

The Career Development Center is located in the Student Life Services Office just inside the northeast entrance to the Campus Center. It provides interest assessment, career counseling, workshops, individual assistance on job search skills (resume writing, interviewing skills, etc.), and full and part-time job listings off-campus. The Center also provides a complete career library. The hours are 8:00 a.m. until 5:00 p.m. Monday through Friday.

**F. Check Cashing**

While students are encouraged to check into the feasibility of local checking accounts, the Cashier's Office, located in Lunn, can cash checks up to \$50.00 per day. The student will be required to have their MNU ID card with them at the time of the transaction. The Cashiers Office hours are 8:30 a.m. - 4:30 p.m. Monday through Friday.

**G. Counseling Services**

The University offers personal therapy for a wide variety of issues through the Campus Counseling Center. Appointments with therapists may be made through the Behavioral Sciences Division at extension 3445. There is no cost for students to access and use these services.

**H. Food Service**

MNU has contracted with Pioneer College Caterers to provide all regular and special meals. The dining room is located in the Campus Center. **All resident students are required to participate in the food service program.**

	<b><u>Meal Hours:</u></b>		
	<u>Mon-Friday</u>	<u>Saturday</u>	<u>Sunday</u>
<b>HB</b>	7:30 - 8:30	-----	-----
<b>CB</b>	8:30 - 9:30	-----	8:15 - 9:15
<b>BR</b>	-----	11:00 - 1:00	-----
<b>LU</b>	11:00 - 1:30	-----	12:00 - 1:15
<b>DI</b>	5:00 - 6:30	5:00 - 6:00	4:45 - 5:30

**HB:** Hot Breakfast; **CB:** Cold Breakfast; **BR:** Brunch; **LU:** Lunch; **DI:** Dinner

Commuters, MNU personnel and guests may not use the dining room during meal hours unless a meal is purchased. Anyone eating a meal must have a tray in their possession. It is also understood that everyone must return their tray and utensils to the proper area upon departing. To accommodate the special needs of working students, students involved in athletics, students with special diet restrictions, and any others that encounter problems with the meal schedule or foods served, we have summarized below what your food service is able to do to satisfy your needs. Our commitment is to provide you with the flexibility necessary to ensure that all students that attend MNU have access to a balanced, healthy and regular diet.

- 20 Meal Plan** - Entitles you to participate in all meals offered in the cafeteria.
- 14 Meal Plan** - For those who are late risers or away from campus on weekends. Entitles you to any 14 meals per week in the cafeteria.
- 7 Meal Plan** - For those with 88 hours or more and commuter students. Entitles you to any 7 meals per week in the cafeteria.
- 5 Meal Plan** - For those with 88 hours or more and commuter students. Entitles you to any 5 meals per week in the cafeteria.
- Block Plans** - Provide you the opportunity to enjoy a block of meals in the dining hall on a semester basis. These include Block 220 and Block 175.
  - The block meals are yours - use them when you want. You don't have to limit yourself to a certain number per week.
  - You can use up to 5 meals per meal period to invite your family and friends to dine with you.

For those with 88 hours or more and commuter students – 90 and 60 block plan on a semester basis.

**Declining Balance Accounts** - Are available for purchase on a voluntary basis for commuter students, faculty and staff only. These accounts may be used for purchases in the cafeteria or Cook Center Snack Bar. Declining Balance Account purchases of at least \$25 receive a 10% purchase power bonus.

**Students have until the close of registration to change options. Meal plan options can NOT be changed during the semester.**

- **Your ID is your meal ticket. Please scan your ID card before every meal**
- All resident students are required to participate in a meal plan.
- Only seniors (with 88 hours) and commuter students will be permitted to participate in the 7 and 5 meal plan and the 90 and 60 block plan.
- Unused credit value will not be transferred from one semester to the next.
- Additional credit may be added to your account at any time. A purchase of a \$25.00 block entitles you to a \$27.50 value (a 10% discount). Commuter students are able to purchase a debit card.

For students with a work or school related conflict, there are sack lunches, microwave meals, or chef's salad lunches available. There is a sign-up sheet in the kitchen which provides space for special requests. Almost any combination and amount of food is available within reason. Take out meals are provided for: 1) work related conflict; 2) school related conflict (student teachers, etc.); 3) special requests by athletic teams, choirs, etc. Take out meals are not provided for: 1) trips home; 2) late evening work conflicts; 3) picnics or personal outings.

All lunches are made the day before so you will need to sign-up at least 24 hours in advance to be sure your request is honored. If for some reason you will not need a lunch, please give us 24 hours notice. If you do not pick up a lunch that you have requested, your name will be deleted from the list. If you have a conflict with the meal schedule but can eat within one-half hour either before or after specified meal times, simply contact the manager to arrange to eat a hot meal in the cafeteria.

In the event that a student is unable to take a meal in the cafeteria due to sickness, a take out meal can be prepared and sent out to the room with approval given by the nurse, RE, or RA if the nurse feels a special diet is needed, a meal will be prepared according to her instructions. Any special need or request will be considered, and if within our means, we will accommodate.

Our ability to provide for special diets depends on the student's knowledge of their diet restrictions so that he/she can make proper choices while eating in the cafeteria. Meals will not be prepared in advance without notice, so a phone call or stopping into the kitchen will be necessary to inform the staff of the student's need.

A food committee is established as an open forum for your suggestions. We encourage your participation so your food service department can stay sensitive to your needs.

#### **I. Health Services**

MidAmerica Nazarene University Health Services assists students in developing lifestyles of total wellness, as well as meeting their medical health needs. The clinic is located in the Student Life Services office in Campus Center. Most services and over-the-counter medications are available free of charge. Prescription medications, laboratory tests, and scheduled clinic appointments require a minimal fee.

A certified family nurse practitioner is available each weekday during the academic year. The nurse practitioner is a highly skilled health professional that is licensed to provide services that would otherwise be performed by physicians. The services include examinations, making referrals, and prescribing treatments (including prescription medications) making our campus health center much like any other physician's office. Appointments to see the nurse practitioner can be made through the Student Life Services Office at ext. 3382.

All students in the traditional undergraduate program are required to provide a completed health history form and proof of two vaccinations for Measles, Mumps, and Rubella (for students born after January 1, 1957) and an up-to-date tetanus vaccine (within the last 10 years) before enrolling in classes. **All students living in resident housing** must either provide written documentation of the meningitis immunization or sign a waiver to indicate they have been informed about the disease and vaccine and have chosen not to be immunized. International students who have never been immunized against polio need the IVP shot and a TB skin test within the last 12 months in addition to the above listed requirements.

All students' health records are completely confidential. No information is released without the permission of the student. A copy of the immunization policy and the communicable disease policy are available upon request in the Health Service office.

The following immunizations are not required, but highly recommended by the American College Health Association and the Centers for Disease Control:

Tuberculosis screening: (within the last 12 months)

Hepatitis B Vaccine: (3 Shot Series)

Varicella: Chicken Pox (two doses for those with no history of disease or with a negative antibody titer)

For questions about MNU Health Services and for the cost and availability of the immunizations call (913) 971-3382.

#### **In cases of accident or illness**

- Go to the Student Health Center if possible. After hours, contact your RE or RA.
- If it is an emergency, dial 9-911 for paramedics.
- Notify your RE or RA if you are hospitalized.
- Additional medical resources:

**Walk in Health Care**, Blackfoot Medical Plaza 15435 W. 134th St., Olathe, KS (913) 780-0030

**Olathe Medical Center Emergency Services:** 20333 W. 151st Olathe KS (913) 791-4357 (across from the Great Mall)

#### **J. Housing**

The Office of Residential Life is located in the Student Life Services office in the Campus Center. All questions concerning campus housing which the RA or RE cannot answer should be directed to the Associate Dean for Residential Life.

#### **K. Identification (I.D.) Cards**

All students are entitled to a student I.D. card. I.D. cards are issued by the Campus Safety Office. If lost, I.D. cards can be replaced for a fee of \$5.00.

#### **L. Insurance**

The University maintains no insurance on student owned property. Each student is responsible for securing personal property insurance to cover items brought to the campus. In addition to above health services, an accident insurance policy is provided for residential students. The period of protection begins on the date of registration and ends after twelve months for the Fall term and after eight months for the Spring term. Student sickness/hospitalization insurance is optional. Students who are not insured for sickness protection through any other means are encouraged to participate in a major medical plan. A brochure outlining the MNU insurance plan may be obtained from the Business Office located in Lunn Hall. Plans are usually available for students and spouse and their children. Health insurance may be purchased during registration from the Cashier's Office. Information on coverage is available from the Director of Health Services or the Business Office. Out of state students, please check with your Insurance Provider to verify medical coverage when living in a different state.

**M. Intramurals**

Intramural activities are planned with the whole student body in mind. Competitive sports, recreational games and activities are planned throughout the year.

**N. Kresge Academic Support Center**

The Kresge Academic Support Center is a free resource made available to all students at MNU. The Kresge staff is available to assist all students with academic issues. The Center hires peer tutors in all areas of the curriculum for the purpose of tutoring small groups or on an individual basis. The peer tutors work on a regular schedule as well as by appointment. The Kresge Center offers training in a variety of areas including study and note-taking skills, time management and test-taking strategies plus more. Take advantage of the services by stopping by the Kresge Academic Support Center located in Mabee Library, or by calling extension 3387.

**O. Library**

The Mabee Library houses the campus library, the Kresge Academic Support Center, University Archives, Teacher Education Resource Center, and the computer lab. Most library services are located on the first floor while the circulation stacks are on the second floor. All services are automated to make access to library materials easier. Your student ID serves as your library card.

**Library hours are:**

Monday - Thursday

7:30 a.m. - 11:00 p.m.

Friday

7:30 a.m. - 5:00 p.m.

Saturday

10:00 a.m. - 5:00 p.m.

Sunday

8:00 p.m. - 11:00 p.m.

\*Hours subject to change. For the most current hours of operation, please visit the library's website at [www.mnu.edu/academics/mabee](http://www.mnu.edu/academics/mabee).

**P. Lost and Found**

A campus wide lost and found is located in the Campus Safety Office. Other major buildings also have lost and found areas.

**Q. Non-Academic Student Grievance Process**

(See the academic catalog for the academic grievance process)

The following policy applies to non-harassment incidents.

**a) Policy**

The grievance policy of MidAmerica Nazarene University acknowledges that the possibility of conflict exists in any community. When faced with conflict, it is essential to create and maintain a spirit of cooperation and reconciliation. Conflict should be identified, clarified, and rectified in an expedient and just manner. Therefore, grievances should be discussed with the individual student, staff, faculty, or administration member involved. Any grievance-type problem can normally be resolved through continued communication with the respective party. If the problem has not been resolved to the grievant satisfaction, the following procedure must be followed.

**b) Procedure (see chart on following page)**

1. The grievant will initiate discussion indicating the alleged offense with the person al-

leged to be responsible.

2. The grievant may then pursue the matter by submitting a written statement of the alleged violation to the appropriate person. This should include the time, place, and circumstances in which the event occurred. All evidence relevant to the grievance and related to proof of such grievance shall be attached to the written statement.
3. If the grievant is dissatisfied with the resolution suggested, or if no response is made within three days by the by the appropriate person, the grievant may request a hearing before the Grievance Committee. The Grievance Committee will schedule a hearing within seven days. The grievant will submit a copy of the written grievance to the committee. Both the grievant and the person alleged to be responsible will have the option of appearing at this meeting to present his/her case. The Grievance Committee will inform both parties of their decision in writing within three days.
4. Deliberation of the Grievance Committee will be conducted in a closed session.
5. If the grievant or person alleged to be responsible wishes to appeal the decision of the Grievance Committee, they should do so with the party who filed the complaint.
6. The Appeals Committee shall consist of two people chosen by the grievant, two chosen by the person alleged to be responsible and one person agreed upon by both parties. The decision of this committee is final.

**c) Grievance Committee**

The Grievance Committee is to be composed of a department member, a non-department member, student representative, and those members (one each) chosen by the grievant and the person alleged to be responsible. The Chairperson of the Grievance Committee will be elected at the first meeting of the committee. The purpose of the Grievance Committee is not to change policy but to determine the presence of wrongful treatment and/or behavior. (See chart on following page).

**R. Post Office**

The Post Office is located in the Campus Center. Window service is 8:00 a.m. - 3:00 p.m. Monday through Friday, and 10:00 a.m. - 1:30 p.m. on Saturday during the school year. The Post Office provides services such as selling stamps, insuring packages and selling money orders. Parcels can also be sent via United Parcel Service (UPS) or next day service.

**STUDENT DEVELOPMENT STAFF**

<b>NAME</b>	<b>TITLE</b>	<b>PHONE EXT</b>
Mrs. Margaret Gilliland	Vice President for Student Development & Dean	Ext. 3297
TBD	Associate Dean for Student Development	Ext. 3543
Mrs. Kristi Keeton	Associate Dean for Residential Life	Ext. 3544
Mrs. Jeanette Downs Pettitt	Director of Career Development	Ext. 3541
Mrs. Brenda Lamping	Director of Health Services	Ext. 3547
Mr. Bryan Denton	Director of Campus Safety	Ext. 3299
TBD	Dir. of Community Life & Summer Conferences	Ext. 3394
Mrs. Billie Batten	Administrative Assistant	Ext. 3297
Mr. Aaron K. Bennett	Administrative Assistant	Ext. 3382
Mrs. Teresa Miller	Administrative Assistant	Ext. 3299

**RESIDENT EDUCATORS**

<b>NAME</b>	<b>DORM</b>	<b>MNU BOX #</b>	<b>PHONE EXT</b>
Taylor Johnson	Lanpher/Snowbarger	9273	Ext. 3123

Ryan Giffin	Uphaus	9315	Ext. 3200
Amy Beaver	Stockton/Rice	9336	Ext. 3381
Brady Braatz	Colony West	9357	Ext. 3490
Stacie Porter	Draper/Ramsey/Spindle	9252	Ext. 3300

#### ASSOCIATED STUDENT GOVERNMENT OFFICERS

NAME	TITLE	MNU BOX#	PHONE EXT
Alison Kennedy	President	9076	Ext. 3550
Emily Bebermeyer	RHC Director	9115	Ext. 3357
Josh Dampf	VP for Student Services	9307	Ext. 3552
Michael Davis	VP for Student Ministries	9118	Ext. 3554
Lesley Haeffner	VP for Finance	9332	Ext. 3554
Courtney Hininger	VP for Community Relations	9334	Ext. 3559
Nathaniel Leibel	Administrative Assistant	9066	Ext. 3556
Jason Menard	VP for Intramurals	9285	Ext. 3555
Dana Suderman	VP for Social Life	9106	Ext. 3558

#### IMPORTANT ACADEMIC CONTACT INFORMATION

<u>Name</u>	<u>Title</u>	<u>Phone Ext</u>
Dr. Doug Henning	Interim Vice President for Academic Affairs and Dean	Ext. 3614
Dr. Roy Rotz	Associate Academic Dean Graduate & Professional Studies	Ext. 3449
Dr. Mark Ford	Associate Academic Dean for Assessment & Program Review	Ext. 3573
Mrs. Pat Walsh	Director of Institutional Research	Ext. 3296
Mrs. Cynthia Lindsey	Director of Kresge Academic Support Center	Ext. 3582
Mr. James Garrison	Registrar	Ext. 3296

<u>Name/Chairperson</u>	<u>Academic Division</u>	<u>Phone Ext</u>
Dr. Dennis Crocker	Fine Arts	Ext. 3644
Professor Brad King	Education	Ext. 3446
Dr. Earl Bland	Behavioral Sciences	Ext. 3617
Dr. Cindy Peterson	Humanities	Ext. 3533
Dr. Susan Larson	Nursing	Ext. 3691
TBD	Innovative Adult Education	
Dr. Jim Edlin	Religion and Philosophy	Ext. 3656
Dr. Rick Badley	Science and Mathematics	Ext. 3676

#### MEN'S RESIDENT ASSISTANTS ACADEMIC 2007-2008 YEAR

NAME	DORM	ROOM#	BOX #
Zach Phillips	Snowbarger	107	9066
Judd Lindvall	Snowbarger	300	9052
Brandon Deuschle	Lanpher	107	9039
Peter Slaughter	Lanpher	120	9236
Yort Clark	Lanpher	207	9281

Ashford Johnson	Lanpher	220	9326
Will Darter	Colony West	13	9228
Josh Klekamp	Colony West	5	9235
Nate Howard	Uphaus	16	9050
Arodi Sanchez	Uphaus	203	9143
Drew Weidert	Uphaus	206	9010

**WOMEN'S RESIDENT ASSISTANTS  
ACADEMIC 2007-2008 YEAR**

NAME	DORM	ROOM#	BOX #
Melissa Rupert	Stockton	107	9301
Chelsea Reed	Stockton	220	9334
Kimberly Tucker	Stockton	120	9119
Jennifer Fuhrman	Stockton	207	9081
Miranda Barnes	Rice	107	9138
Julie Childers	Rice	120	9276
Monique Wilkins	Rice	207	9321
Anna Bachtel	Rice	220	9269
Jenni Campbell	Draper/Ramsey	7	9087
Larissa Swearengin	Spindle	103	9122
Courtney Cox	Spindle	202	9100
Whitney Martin	Spindle	304	9305

**FREQUENTLY CALLED NUMBER'S**

Admissions	3380	Lanpher Basement	6192
ASG	3390	Library	3485
Athletic Offices	3278	Management and H.R.	3277
MNU Bookstore	3447	Nurse (Student Health Svc)	3382
Business Office	3294	Pioneer Food Service	3700
Campus Police	3299	Post Office	3451
Career Development Center	3382	President's Office	3392
Cashier	3428	Public Relations	3606
Computer Center (Academic)	3664	Registrar	3296
Computer Center (Adm.)	3499	Student Activities	3394
Conestoga	3286	Student Development	3297
Facility Services	3279	Student Life Services	3382
Field House	3741	Teacher Education	3446
Housing	3544	Telephone Services	3283
Financial Aid	3298	Trailblazer Times	3289
Intramural Office	3555	Training Room	3755
Kresge Academic Support Ctr	3387	Weight Room	3763

**PROBLEM SOLVERS**

<b>WHEN YOU NEED:</b>	<b>GO TO OR CALL:</b>	<b>PHONE EXT</b>
To replace your MNU ID/Meal Pass	Campus Police (Campus Center)	3299
To change your class schedule	Registrar's Office & Your Advisor (Lunn)	3296
First aid or medical assistance	Your RA, RE, Campus Nurse (Campus Center)	3382
Personal counseling	College Counseling Services (Metz 201)	3445
Books or supplies	MNU Bookstore (Campus Center)	3447
Career counseling or information	Career Development Center (Campus Center)	3382
Off-campus employment	Career Development Center (Campus Center)	3382
On-campus employment	Student Financial Services (Campus Center)	3298
A student government leader	ASG Office (Land Gymnasium)	3390
To schedule a student activity	Student Activities Office (Campus Center)	3394
Lost and found	Campus Police (Campus Center)	3299
Campus activity information	ASG Activity Hotline	3390
To appeal a traffic ticket	Campus Police (Campus Center)	3299
Report lost or stolen property; jump start a car	Campus Police (Campus Center)	3299
To get permission to post a sign	Student Development Office (Campus Center)	3297
To ask about intramurals	Intramural Office (Gym)	3262
Information about food service	Pioneer Food Service (Campus Center)	3700
A sack lunch	Pioneer Food Service (Campus Center)	3700
A place to serve others	ASG Officers/Chaplain	3390/3461
Financial questions regarding your school bill	Cashier's Office (Lunn)	3428
To change your advisor	Registrar Office (Lunn)	3296
Tutoring	Kresge Academic Support Center (Mabee)	3387
To mail letter/packages	Campus Post Office (Campus Center)	3451
To report phone problems	Telephone Services Office	3283

### **RIGHT TO AMEND**

The University reserves the right to amend the provisions of this Handbook. The Handbook attempts to present information regarding policies and procedures, programs, requirements, fees, etc. and the general rules and regulations of the University. Changes in programs, requirements, regulations, etc. which are adopted through regular administrative procedures will be published through institutional channels and included in the next Handbook. Changes enacted in this manner will supersede provisions of this Handbook.

## **MIDAMERICA NAZARENE UNIVERSITY NOTICE OF NON-DISCRIMINATION**

MidAmerica Nazarene University policy prohibits discrimination on the basis of race, gender, age, color, creed, national or ethnic origin, marital status or disability in the recruitment and admission of students and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of gender or disability should be addressed to Dr. Mark Ford, university coordinator of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, in the Academic Offices in Metz Hall, (913)971-3573.