

WELCOME TO MNU!

On behalf of the entire Community Formation Team, I would like to welcome new and returning students to the 2011 - 2012 school year! Our goal at MNU is to nurture an environment in which students, faculty and staff can experience academic, spiritual, social and emotional growth together. I want to encourage you to get involved and experience life in the MNU community.

We are a University committed to seeking the Kingdom of God first. We are committed to your development as a Christian and as a scholar. We are committed to living together in a community of Faith and Learning.

In this handbook you will find not only behavioral expectations, but glimpses into the life of MNU. Please read it and discover ways that you can contribute and benefit during your time here. Take advantage of the many resources and opportunities available to you.

The Community Formation Team is ready to answer any questions and assist you in any way we can.

May the peace and presence of Christ be with you all.

Randy Beckum

Vice President for Community Formation

University Chaplain

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.

COMMUNITY FORMATION 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. Community Formation 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 features 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 Regulations

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 consequences.

2. Alcohol, Illegal Drugs or Tobacco

- a) The University prohibits the use, possession, or distribution of illegal drugs and paraphernalia 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 Community Formation, 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) Community Formation 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.

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

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 Safety 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.

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.

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. The Community Formation staff reserves the right to make decisions 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:

- Short shorts and spandex (form fitting) are not permissible.
- Immodest attire such as tank tops, half shirts, men's sleeveless shirts are not allowed except in the residence halls and Physical Education facilities.
- Clothing giving the appearance of being undergarments (i.e. sports bras, boxers, athletic T-shirts) is not permissible.
- Bra-less, low cut tops and bare midriffs are not permissible.
- Footwear must be worn in all academic buildings and in the Campus Center.
- Sunbathing is not allowed on campus at any time.
- 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:

- 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.
- 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.
- 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.
- e) The Community Formation 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 Safety immediately or be in violation of University policy. All firearms, weapons or knives

must remain with Campus Safety 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 Community Formation, 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 for a final determination of consequences, which may include dismissal from the University.

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 throwing food in the Campus Center will be issued at least four hours of campus restitution. Additional consequences may be given.
- 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.

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 process, 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 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.

NOTE: The full texts of the following policies are available upon request in Community Formation: 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 according to the disciplinary process.

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 Community Formation 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. A record of work completed will be kept on file. If a student fails to complete campus restitution within the specified timeframe, the

hours will be converted to a fine.

4. Fines

These may be determined by any of the University's Community Formation 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.

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 extra-curricular activities.

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. 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. There is no refund of educational and other student college costs.

10. Withdrawal

Permission to withdraw from the University without the privilege of returning for a specified time. Parents of dependents will be notified and a permanent record may be kept in the student's file located in the Community Formation office.

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 and a permanent record may be kept in the student's file located in the Community Formation office. 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 Community Formation office.

C. Process

1. The professional staff of Community Formation shall constitute an Administrative Judicial Council to adjudicate judicial cases.
2. In the event of the need for a disciplinary hearing, the student will be advised of the time of the hearing and the nature of the infraction.

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 Community Formation 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. 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.

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 is dedicated to creating a community of excellence that reflects the kingdom of God by empowering holistic student growth. We seek to equip students to live in healthy relationships, succeed in their educational pursuits and flourish in their vocational callings through a life of servant leadership.

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 committed to the concept of being a residential campus. Because of the benefits to the student and to the University, all unmarried students under 22 years of age, not living with parents or guardians and taking twelve or more hours, are required to live on campus and participate in the food service program.

1. Exceptions

- a) Students who reach their 22nd birthday by mid semester break may begin that semester off campus. (Notary is not necessary)
- b.) Persons who are living with immediate family. (Immediate family is defined as parents or guardians.)
- c.) Former students who have not been enrolled in MNU for two or more consecutive semesters and who are established in housing.
- d.) 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).

2. Off-Campus Violations

Students who violate the Housing Policy will be required to reduce their course load to eleven (11) hours or move onto campus. If a student does not reduce his/her course load voluntarily, the Dean for Residential Life

may do so with the approval of the Vice President of Community Formation.

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). Students must sign a Lifestyle Covenant and Housing Contract.
- b) 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.
- c) 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.
- d) The University reserves the right to change room assignments in the interest of health, discipline or general welfare of the student.
- e) When possible, students will be assigned roommates and living areas of their choice.
- f) 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. 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.

4. 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. Community Formation members may enter residence hall rooms unannounced for the following reasons:
 1. Room Check – accountability check of student well-being and safety conducted
 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.
 3. Confiscated items could be used as evidence in subsequent disciplinary proceedings
 4. 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.
 5. Entrance into and search of rooms are done by at least two staff members as designated by the Community Formation Office.

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

1. At least two Community Formation staff members will participate in a room search.
2. A report of such an entry shall be filed with the Community Formation 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.

5. 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.

6. 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 very small nails or tacks. Please do not use tape, residents are held responsible for 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. Microwaves and appliances without open coils.
 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.
- 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.

7. 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 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 Safety Department.

8. In-Hours

- a) Freshman in-hours are 12:00 a.m. until after freshman seminar ends, 1:00 a.m. after that.
- b) Upperclass in-hours are 3:00 a.m.

9. 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.

10. Residence Hall Staff

- a) The Community Formation 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 Community Formation 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 Community Formation 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.

11. 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.

A. Spiritual Formation Credit:

Students can choose the type of service in which they will participate. Students will be able to self-select from four different chapel services a week. There are roughly 80 spiritual for credits available in a semester in chapel services alone. In addition to the four traditional chapel services a week each month, there is a worship service led by our Student Chaplain during the evening. In addition to these corporate worship settings, a student can also gain spiritual formation credits by participating in a Chapel Discussion Small Group, or by volunteering with the Kansas City Urban Youth Center. More information about each of these opportunities is found below.

B. 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. This chapel has a special emphasis on the MNU community gathering as the people of God. (2 spiritual formation credits)

Wednesday – Held in Weatherby Chapel. This chapel has a more structured liturgy that makes use of the Christian calendar to guide each service. Consistent elements of this chapel service are participatory confessions of the church creeds, participation in the Eucharist, and use of the lectionary.

(1 spiritual formation credit).

Wednesday – Downhaus in College Church of the Nazarene. A chapel service called Kairos is offered each Wednesday evening and is led by Pastor J.P. VanDalsem. This chapel features times of worship in song, small group prayer, and an opportunity for students to break into discussion groups. (1 spiritual formation credit).

Thursday – Held 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 spiritual formation credit)

Kingdom Come Services - Held in the Bell Cultural Events Center and offers worship in song, a time of corporate prayer, a chance to hear about what is happening in the various student ministries and an opportunity to share in communion. (1 spiritual formation credit)

A. C. Additional Spiritual Formation Credit Opportunities:

Chapel Discussion Groups: One way for students to earn credits is to participate in a chapel discussion small group that will meet for six to eight weeks throughout the semester. These groups are led by a faculty or staff member and serve as opportunity for discussion concerning the Community Chapel that they experienced on the Tuesday prior to the meeting. (1 spiritual formation credit per meeting)

Kansas City Urban Youth Center: Students can also participate in our partnership with the Kansas City Urban Youth Center to earn a portion of their spiritual formation credits. The Kansas City Urban Youth Center is an after school program that serves students in the urban core of Kansas City. Students will interview and apply to be a part of this program and, if accepted, will coordinate their schedule with the Kansas City Urban Youth Center volunteering on a weekly basis. (1 spiritual formation credit per visit)

Spiritual Life Retreat: Another opportunity to receive spiritual formation credits will be offered to students as they participate in our spiritual life retreats each semester. These retreats offer students an opportunity to get off campus and slow down from the rush of college life. Typically these retreats includes times of worship in song, a retreat

speaker, times of silence and contemplation over the Word of God, and an opportunity to spend time with new and old friends. (3 spiritual formation credits)

Week Long Mission Trip: Finally, students attending a one week mission trip, during the academic school year can earn six spiritual formation credits for participating in a trip.

[Check out the Spiritual Formation Brochure for more information!](#)

A. D. Fines:

Fines will be assessed as follows:

39 points = \$50.00

Ten dollars will be fined for each additional missed Chapel. Further disciplinary action may be taken which may include suspension or dismissal for students who have extensive disciplinary history. Fines are to be paid in the Cashier's Office. Payment of a fine does not erase or reset previous absences. *All points must be earned within the 65 point system. Make-up chapel assignments will no longer be offered.*

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, Dean of Community Formation, the faculty sponsor of the group, the Associated Student Government Business Manager and the Vice

President for Community Formation.

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

BSU (Brothers and Sisters United)

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

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: Todd Hiestand)

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)

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.

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)

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 KANA AE, 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)

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)

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 requirements, 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. A drop/add form can be accessed on the MNU webpage or in the Registrar's Office. The professor of the class affected and your advisor must sign the form, 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.

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 Director of Retention. These forms should be properly completed, signed, and filed with the Director of Retention. 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 Vice President recommends re-consideration; 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 recomputation 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 department chair and School Dean.

If these consultations fail to resolve the problem, the student may file a formal petition with the Associate Academic Vice President, who will call a meeting of the corresponding academic oversight committee. The committee 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 corresponding academic oversight committee 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 are kept in the office of the Associate Academic Vice President. 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 unauthorized 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.

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 School Dean. 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 School Dean, the student may file a formal petition with the Associate Academic Vice President who will review the petition and discuss the matter with the School Dean. The Associate Academic Dean Vice President will then make a recommendation. If the student does not accept the recommendation, the student may appeal within three working days to the Appeals Committee.
4. The Committee, appointed by the corresponding academic oversight committee, shall consist of two (2) faculty members who are members of the corresponding academic oversight committee 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

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 Community Formation Office in Campus Center 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 Dr. Mark Ford, ADA compliance officer. Physical/Residential accommoda-

tion needs must be brought to the attention of the office of the Community Formation Office.

C. The Merc – MNU Bookstore

The Merc is located at the east end of the Campus Center. You will find school supplies, cards, souvenirs, and gifts. The main phone line is 913-971-3447; the Textbook line is 913-971-3688.

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, Community Formation Offices, MNU Bookstore, Post Office, Admissions, Campus Safety, Student Financial Services, and Residential Life.

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. The office is located in the Mur-Len Office Building. Appointments with therapists may be scheduled by using the mnu homepage under student life. There is no cost for students to 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.**

Pioneer offers continuous service limited access meal plans, Monday through Friday 11:00 am – 7:00 pm. All students have access to the dining hall during extended service hours for meals.

The full program is offered during the following time periods. Monday through Friday reflecting "traditional" meal periods.

7:00 a.m. – 8:30 a.m. (hot breakfast)

11:00 a.m. – 1:30 p.m. (lunch)

5:00 p.m. – 7:00 p.m. (dinner)

The following elements are available throughout the day when the full program or traditional meal periods are not (1:30-5:00 p.m.):

*All Beverages *Soups & Salad Bar *Cereal Bar

*Breads & Bagels *Desserts and Ice Cream *Fruits

*SubZone *Rotating Specialty Bar Selection*

*Stations will rotate periodically to offer a variety during these periods when the full program is not offered (i.e. SubZone, Demonstration Cooking, Pizza, etc.)

Commuters, MNU personnel and guests may not use the dining room during meal hours unless a meal is purchased. It is also understood that everyone must return their dishes 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.

Block Plans - Provide you the opportunity to enjoy a block of meals in the dining hall on a semester basis. These include Block 175 and Block 90

- 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 block is available.

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 the 90 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 RE, or RA. 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 Information

In cases of accident or illness

- Contact your RE or RA.
- If it is an emergency, dial 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 Community Formation Office in Campus Center. All questions concerning campus housing which the RA or RE cannot answer should be

directed to the Dean of 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 \$6.00.

L. Insurance

a.) Property 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.

b.) Accident Insurance – An accident insurance policy is provided for residential students only. 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.

c.) Sickness/Hospitalization Insurance – 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 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. Testing and Assessment Center

The Kresge Center is a free resource made available to all students at MNU. The Kresge Center 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.P

O. Library

The Mabee Library houses the campus library, the Kresge Center, University Archives, Vennard College 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

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

Friday

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

Saturday

12:00 p.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/mabee-library.

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's 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 alleged 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 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 9:00 a.m. - 1:00 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. Check out our website for more information. Go to www.mnu.edu, Office & Services, Post Office. Select item on left that you like information on.

Community Formation STAFF

NAME	TITLE	PHONE EXT
Rev. Randy Beckum	Vice President for Community Formation	Ext. 3461
Rev. Brady Braatz	Director of Spiritual Formation	Ext. 3490
Mrs. Sharon Jackson	Administrative Assistant	Ext. 3651
Mrs. Kristi Keeton	Dean of Residential Life	Ext. 3544
Rev. Ron Jackson	Dean of Campus Life	Ext. 3543

RESIDENT EDUCATORS

NAME	DORM	MNU BOX #	PHONE EXT
Shelley Cotton	Spindle/Draper/Ramsey	9252	Ext. 3300
Daniel Quanstrom	Lanpher/Snowbarger	9273	Ext. 3123
Brent Myers	Uphaus	9315	Ext. 3200
Amy Beaver	Stockton/Rice	9336	Ext. 3381
Daniel Rincones	Colony West	9357	Ext. 3452

ASSOCIATED STUDENT GOVERNMENT OFFICERS

NAME	TITLE	Phone ext
Chelsea Coffey	President	3350
Kelly Neiderhiser	Director of Student Services	3352
Katie Frizzell	Director of Community Relations	3359
Marshall Cloud	Director of Student Ministries	3354
Jourdan McGuire	Director of Social Life	3358
Jeremy Hartke	Director of Intramurals	3355
Gentry Craig	Director of Finance	3551
Alisha Johnson	Administrative Assistant	3356
Emily Miles	Director of Publicity	3357

FREQUENTLY CALLED NUMBER'S**Problem Solvers**

WHEN YOU NEED:	GO TO OR CALL:	EXT.
To replace your MNU ID/Meal Pass -Campus Safety		3299
To change your class schedule - Registrar's Office & Your Advisor		3296
First aid or medical assistance	- Your RA or RE	
Personal counseling - College Counseling Services		3733
Books or supplies MNU Bookstore -The Merc		3447
On-campus employment - Student Financial Services		3298
A student government leader - ASG Office		3390
To schedule a student activity - Student Activities Office		3394
Lost and found - Campus Safety	3299	
Campus activity information - ASG Activity Hotline		3390
To appeal a traffic ticket - Campus Safety		3299
Report lost or stolen property, jump start a car - Campus Safety		3299
To get permission to post a sign - Community Formation Office		3297
To ask about intramurals Intramural Office		3262
Information about food service - Pioneer Food Service		3700
A sack lunch Pioneer - Food Service		3700
A place to serve others - ASG Officers/Chaplain		3556/3461
Financial questions regarding your school bill - Cashier's Office		3504
To change your advisor - Registrar Office		3296
Tutoring		3387
To mail letter/packages - Campus Post Office		3451

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, religion, 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. Frank Moore, the University coordinator of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, in the Office of Academic Affairs, Lunn Hall, (913) 971-3391.