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student
handbook

Student Life and Residence Hall Resource

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General Information

Our History

The story begins, so it is told, in the early half of the 20th century when “a young man on horseback scaled the heights near Cloudcroft and climbed the Wofford fire lookout tower to gain a panoramic view of ‘The Land of Enchantment.’ In prayerful meditation, while aloft, the youth was inspired to beseech God to give him New Mexico for Christian education.” Through the intervening years, we are told, “God made this young man ready to help answer his own prayer.”

That young man was B. Clarence Evans, and he was the founder and first president of what was to eventually become University of the Southwest.

And so, after many prayers and dreams and plans, Clarence Evans finally saw his “College for Christian education” become a reality. In facilities rented from the Hardin Hotel at 111 North Dalmont in downtown Hobbs, Hobbs Baptist College was chartered as a two-year junior University in 1956, and changed to New Mexico Baptist College when the school became a four-year University in 1958.

Within a few years, however, it became apparent that the College had grown beyond the original design, and the move to a larger, permanent location became a motivating force. By 1961, the present site north of Hobbs on the Lovington highway was obtained.

In 1962, to reflect the expanded vision of the entire community that had now embraced this fledgling institution as their own, College of the Southwest was founded as an independent, non-denominational, four- year liberal arts college to serve the southeastern New Mexico and West Texas region, an approximately 21,000 square-mile service area.

Of the changes, Dr. Nell McLeroy, president from 1960-1964, stated, “This marks a milestone in the realization of our aspirations to attain an expanded program and build a college to properly serve the vital need for higher education for this section of the Southwest. We shall plan a program and curriculum for all prospective students, regardless of color, creed, or faith. We shall maintain a true Christian college and recognize that our University was originally founded by a Christian leader on a faith that we shall carry on.” Under the leadership of President Gary A. Dill, the University has begun the transformation from a commuter college of primarily non-traditional students to a residential campus that will eventually house approximately 50% of the student population. University of the Southwest currently serves a student population of approximately 550 students, with plans in progress to grow to an approximately 1000 student campus.

Our Mission

University of the Southwest is a Christ-centered educational community dedicated to developing men and women for a lifetime of servant leadership by emphasizing individual faith, responsibility, and initiative.

- Teaching at University of the Southwest adheres to belief in God, in the Bible as the inspired Word of God, in Jesus Christ as the Son of God, and in the separation of church and state.
- University of the Southwest strives for excellence in academic curriculum, campus life programming, and student activities in a

supportive educational community where freedom of thought and expression is honored and the demonstration of faith in acts of service is encouraged;

- At University of the Southwest, students are instructed and mentored by a faculty and staff who demonstrate Christ-centered values and maintain an environment where students can live and work cooperatively, valuing the multiple cultures from which they come; and
- As a community of initiative, University of the Southwest challenges graduates to become enterprising members of our society contributing to the common good by advocating and participating in the productive commerce of free enterprise, the constitutional privilege of self-government, and the practical contributions of community service.

Honor Code

Members of our community are encouraged and expected to live by standards which uphold an honorable lifestyle. In our attempt to encourage each student to understand and experience a community that honors the Christ-centered principles upon which University of the Southwest was founded, the faculty, staff and administration at USW will mentor all students to live a virtuous life. Though we are not all members of established congregations, as a community we work to hold each other accountable as we follow the teachings of Christ.

The values that guide the USW community are listed:

- Faith
- Initiative
- Responsibility
- Exercising Servant Leadership

Policies & Procedures

Amnesty Policy

The amnesty policy allows students who are struggling in areas that may violate the values and principles of the University of the Southwest and the Honor Code to receive support and spiritual guidance through the Campus Ministry or Student Life departments by requesting amnesty and seeking restoration. The amnesty and restoration policy does not exempt students from the policies of the university, nor does it condone behavior that is immoral, criminal, or unethical.

Discipline Policy

Establishing autonomy and making decisions that reflect Christian character is a difficult and crucial part of each student's development process. Just as God disciplines those that He loves, the discipline process is designed to demonstrate love to students when they make choices that violate the Honor Code.

The discipline process at USW is a redemptive and restorative model. The purpose of discipline in the lives of students at USW is to help restore students to the community and provide accountability for individuals as they make future decisions.

The Director of Student Life, Housing Coordinator, and Residence Directors, are responsible for the administration of appropriate disciplinary measures, the administration of official grievances and complaints, and may counsel students about behavior and attitudes. The Breach in Honor Code Sheet may be obtained from the Office of Student Life and is posted on the bulletin board outside the office. Variations from the list may be made based on the combination of multiple violations and/or special circumstances.

The University of the Southwest reserves the right to dismiss any student whose conduct or academic standing is regarded as undesirable. In such cases, the fees and tuition that are due or have been paid in advance to the University will not be remitted or refunded in whole or in part. Neither the University nor its officers shall be under any liability for such dismissal. Any student under disciplinary suspension shall relinquish all rights and privileges as a student at USW and his or her campus visitation rights may be restricted.

Disciplinary Measures

The following measures may be used to assist the Office of Student Life with disciplinary actions as deemed necessary. This list is not a hierarchy of discipline; therefore, a student could be subject to any of the following actions at any time. These are in line with the Discipline Guide Sheet, found in Appendix A.

Disciplinary Warning

A statement of the standard of conduct that has been violated is given, as well as an official verbal warning explaining the possible results of further misconduct. Students who do not respond to the warning will be subject to further disciplinary actions.

Community Service & Accountability Projects

A student can be assigned a community service project as a disciplinary action for violations of guidelines or policies as deemed necessary. Community service projects may be on campus or in the Hobbs or Lea County community. In the case of accountability and community service, the projects will be tied to the specific offense.

Sanction

A student may be limited in the number of activities in which he/she may participate. These may include being placed on curfew for any number of days.

Fine

Specific monetary amounts may be levied for violation of policies. All fines must be paid in full or provisions made for payment within thirty (30) days of their assessment. Failure to pay fines in the allotted thirty (30) days will result in the student being placed on disciplinary probation until the fine is paid. If the fine is not paid after two weeks of probation, the fine will be doubled and a minimum of thirty (30) days of probation will be assessed.

Restitution

Payment to the University or other persons, groups, or organizations for damages occurring as the result of a violation of the Honor Code may be required. The Office of Student Life will specify a restitution amount. All restitution must be paid in full or provisions made for payment within thirty (30) days of their assessment.

Probation

Restriction of participation in future student or university activities may occur. The Office of Student Life will set specific probationary periods. The minimum probationary time is one (1) month (30 days). Copies of letters of disciplinary probation may be sent to parents of dependent students. Probation will result in loss of student privileges such as:

- Participation in junior varsity/varsity sports.
- Participation in activities in which the student functions as an official representative of the University.
- Opportunity to hold or run for student offices.
- Loss of overnight passes (except to parent's house) and sign-out privileges.

Suspension

Involuntary separation from the University for a specified period of time may result. Suspended students shall not participate in any university-sponsored activities and may be barred from university premises. Suspension may also include voluntary separation from USW under advisement of university officials without the privilege of re-admittance for a specified period of time. Other sanctions or conditions may be required before re-admittance is granted.

Dismissal (Expulsion)

Dismissal is the immediate separation from the university with appropriate notation on student's behavioral file. No refunds are made and the student will suffer disciplinary consequences. USW reserves the right to restrict a dismissed student's access to, or bar his or her presence from, the university premises or activities.

Baseline Levels of Disciplinary Actions

University of the Southwest recognizes the need for consistency and fairness in its disciplinary procedures. Understanding that certain members of our community find themselves at varied stages of personal development and maturity, we reserve the right to consider the flagrancy of the offense in determining the appropriate disciplinary response. Behavioral expectations and policies apply both on and off campus.

NOTE: Possession as referenced in the following baseline responses is defined as anything from actual physical possession, to having these substances present in one's room, car, etc., to being part of any scenario which is not in compliance with student conduct expectations.

Having alcohol containers (empty or full) on one's person, in a residence, car, etc. is considered possession.

1. Minor Violations likely to result in counseling to probation on the first occurrence include, but are not limited to:
 - Violations of University housing policies.
 - Minor damage to property.
 - Disrespecting Authorities.
 - Non-destructive pranks.
 - Being in the room of a boyfriend/girlfriend or anyone of the opposite gender during unauthorized times.
 - Pornography: Printed, video, internet, etc.
 - Dishonesty or giving false information.
 - Bad language.
 - Babysitting
2. Semi-Major Violations likely to result in probation to suspension on the first occurrence include, but are not limited to:
 - Intentionally causing major damage to University owned or operated property.
 - Open dorms violation.
 - Unauthorized entry into a University facility.
 - Intentionally harassing or threatening another person, including but not limited to, residence or security staff. This includes sexual harassment.
 - Intentionally misusing fire or safety equipment. Automatically includes fines for misuse of fire extinguishers.
 - Gambling.
 - Forgery or unauthorized alteration of a University document.
 - Possession of stolen property.
 - Computer crime or theft of service, and unauthorized use of another's password/account. (Also may result in loss of internet service.)

- Use or possession of alcohol and/or alcohol related paraphernalia
3. Major Violations likely to result in suspension or dismissal upon the first occurrence include, but are not limited to the following:
- Discharging fireworks on campus.
 - Unlawful use or possession of prescription or non-prescription drugs, including drug paraphernalia (use, possession, selling or providing).
 - Pornographic material
 - Intentionally giving a false warning of a campus emergency, i.e. pulling fire alarms.
 - Violent, destructive or self-destructive behavior.
4. Major Violations:
- Repeat offenses
 - Intentionally harassing or threatening another person, including but not limited to, residence or security staff. This includes sexual harassment.
 - Theft
 - Co-habitation
 - Bullying/Harassment
 - Sexual Harassment
 - Sexual Misconduct
 - Physical Harm
 - Occult Rituals/Materials
 - Illegal Drugs/Controlled Substance
 - Arson
 - Use, discharge, possession or storage of any weapon, or dangerous chemical, on campus or at University sponsored activities

Repeated violations will result in additional sanctions with the possible end result of dismissal from campus.

Grievances, Complaints, & Concerns

Purpose

The purpose of this policy is to provide a safe and organized way for students to voice complaints that they have. It is important that students have a wide-spread understanding of how to rectify situations that pertain to their experience at USW. When practiced well, the ability to biblically and respectfully resolve conflict is a restorative process for the individuals involved.

Policy

The University of the Southwest values the process of resolving complaints that may arise. Seeking resolution is the conscientious response to a grievance that one may have within any community.

Conflict resolution is often the necessary element to bring health back to a community. Complaints commenced through this process may bring about an inquiry and/or disciplinary action involving another member of the University

community (student, faculty or staff). Student Life is committed to keeping a confidential and professional process that facilitates resolution within a safe environment, guarding against retaliation.

Steps

1. Initially, complaints should be resolved respectfully following the biblical model of addressing the person or department responsible for resolving your complaint. If you are unsure who that person is, please contact the Office of Student Life to get appropriate direction.
2. If step 1 is not successful in resolving your complaint, formal complaints may be registered with the Office of Student Life. Formal complaints may be registered by downloading the complaint form located on the student life link. Please complete this form and turn it in to the Office of Student Life for the Director of Student Life. This form will be kept confidential.
3. The Office of Student Life will act as a mediator between the student and party or parties named in the complaint. After your complaint is reviewed, you will receive a letter documenting the receipt and appraisal of your grievance from the office who is named in the document within ten days of receiving the complaint.
4. If the complaint is not resolved in steps 1-3, the Director of Student Life will determine if any further actions are required from the University in order for resolution to be made.

*Please note that the same complaint form may be used to report any exemplary service or experience that occurs on campus. That person or office will be notified of your comments.

Disciplinary Appeals Process

When disciplinary appeals arise, USW will follow the procedures of due process providing for the right of students to be informed of the charges against them, their opportunity to refute those charges, and the right for appeal of the decision based on those charges.

The Grievance and Appeals Process flow chart is provided as explanation of the grievance and appeal process. Students may enter the process at the appropriate ascending level. Appeals which do not follow the proper steps and procedures will not be recognized. For students who are 18 years or older, it is the policy of the University of the Southwest to deal first with the student in an effort to treat the student as an adult. It is up to the discretion of the appellate body to grant a meeting with parents or guardians who request a meeting. Such meetings will not serve as a negotiation. Rather, the conference should focus on how to best facilitate restoration for the student into the USW community.

Grounds for Appeal

Significant new information that was not available at the time of the original disciplinary decision.

- The disciplinary actions are arbitrary or unjustified and the student can provide reasonable evidence to substantiate that claim.
- There was substantially prejudicial failure to follow written procedures.

Process for Appeal

Please note: The Student Affairs Committee serves as the appellate body in the appeals process.

1. A student must submit his or her appeal in writing to the Office of Student Life. The grounds for appeal must be clearly stated and will be reviewed by the Chairperson for the Student Affairs Committee. This appeal must be made within ten (10) calendar days of the original discipline decision.
2. If the appeal is deemed legitimate, the Appeals Committee will convene to hear the student's appeal. If the student is unavailable or chooses not to attend the meeting, the Appeals Committee may rule without the student present. If the grounds for the appeal are deemed insufficient, the chair of the Student Affairs Committee will notify the student of the decision.
3. All materials to be present at the appeal must be submitted to the Office of Student Life twenty-four (24) hours in advance of the appeal meeting. Each committee member will receive a copy of all material to be considered.
4. All appeals beyond the Student Affairs Committee must be made within seventy-two (72) hours of the decision.
 - The Student Affairs Committee serves as the official appellate body for all disciplinary action. The committee consists of three faculty/staff members, the President or Vice President of the Student Government Association, and one student-at-large elected by the student body. The Chair of the committee will be one of the three faculty/staff members as appointed by the Administrative Team. In all cases of disciplinary action, those who have directly participated in the disciplinary situation, including the Director of Student Life, may participate in committee discussion but may not act as a voting member. If an appeal is made in between semesters, the Enrollment Management Committee will serve as the appellate body.
 - The Judiciary Committee consists of the Administrative Team members and serves as the final appellate body of disciplinary actions. Appeals to Judiciary Committee must be made within 72 hours of the decision made by the Student Affairs Committee. The Judiciary Committee will meet with the student at their discretion.

Please note: It is inappropriate for students appealing decisions to approach members of appellate committees regarding the conduct issue in question.

- Vice President of Student Life & Enrollment Management and The Director of Student Life have the authority to administer all disciplinary measures to students.
- Residence Directors and Housing Coordinator the have authority to administer most disciplinary measures to students.

Residential Life

Located on the south side of the USW campus, the residence halls provide housing for many of the traditional students of the USW Community. The residence area consists of three residence halls, East, West, and South Dorms. The East & West dorm suites contain four bedrooms, 2 with single occupancy, 2 with double occupancy, a common living area, and two bathrooms. The South dorm suites contain 2 bedrooms, 1 with single occupancy, 1 with double occupancy, a common living area, and one bathroom.

Student Life personnel reserve the right to enter any room without prior notice or consent. Student Life personnel reserve the right to inspect or search any room or cube without prior notice or consent with probable cause. If evidence of activity that violates any school policy is found, members of the Student Life Staff have the right to remove and retain it for further investigation.

Housing Staff

Housing Coordinator

The Housing Coordinator, in conjunction with the Director of Student Life, oversees all areas of residence life. Including housing applications, room assignments, disciplinary actions, visitors and reporting dorm maintenance. The Housing Coordinator resides in the South dorms in the room labeled Housing Coordinator that is accessible via the lobby.

Residence Directors (RD)

To assist in campus living, the University employs two Residence Directors who live on campus. Each RD is able to offer guidance to student residents. The Men's Residence Director resides on the 1st floor of the West dorms in the room labeled Residence Director. The Women's Residence Director resides on the 1st floor of the East dorm in the room labeled Residence Director. They both assist in the management of the residence area and report to the Director of Student Life.

Resident Assistants (RA)

RAs are students, selected by the Residence Directors, who serve with Student Life in the management of the residence halls. RAs perform various duties including curfew checks, room cleaning inspections, and other jobs needed to ensure a smooth living arrangement for all residents of USW.

Housing Status

Individuals granted enrollment at USW are students and thereby agree to support and abide by the USW honor code of conduct whether their physical presence is on or off campus.

On-Campus Housing Requirements

On campus housing opportunities will be provided for all full-time students who are enrolled for 12 or more hours in the fall or spring terms. Students who wish to receive consideration to reside in one of the on campus residence halls must complete a Residence Life Housing Application and comply with all housing application requirements and procedures prior to being granted the opportunity of residing in an on campus residence hall.

All full-time students (enrolled for 12 or more hours in fall or spring terms) under the age of 21 are required to live in a university supervised residence facility. Requests for exceptions to this rule must be presented in writing to the Director of Student Life. Exceptions may be granted for the following:

- Students who wish to live with a parent or guardian designated as such in Internal Revenue Service documents.
- International students who wish to live with an approved host family.
- Married students. Must present official copy of Marriage license.
- Students of independent financial status, as defined by the Office of Financial Aid.
- Students enrolled in 100% online programs.
- Students involved in a student teaching semester.
- Students who do not qualify for federal financial aid, as defined by the Office of Financial Aid, may choose to move off campus after one semester.

Married Housing

Married students who wish to live on campus may apply for available housing opportunities with rental units within the Adams Apartment Complex which is located on the northeast corner of the USW campus. Married students who wish to receive consideration to reside in one of the on campus apartment units must complete an Apartment Housing Application and comply with all Apartment Housing Application requirements and procedures prior to being granted the opportunity of residing in an on campus apartment unit. Married on campus student residents who reside in the Adams Apartment Complex are required to be in compliance with all pertinent residence life rules and regulations as stipulated in the Student Handbook as well as any policies regarding the Adams Apartment Rental Agreement. In accordance with the designated policies, rules and regulations stated in the Student Handbook and within the Apartment Rental Agreement, married on campus student residents who fail to abide in these pertinent residence life policies, rules and regulations as well as those stipulated policies within the Apartment Rental Agreement may lose their on campus housing privileges and face eviction from the apartment unit. USW does not discriminate on the basis of race, color, sex, and age or national/ethnic origin.

Off-Campus Housing Request

A student who meets at least one of the above criteria may complete the following to request exception from the above housing policy:

- **Letter of Petition:** Students who do not comply with this requirement will be fined \$100 and be required to move back on campus.
- **Recommendations:** Three character references from persons verifying lifestyles consistent with USW's model are required as part of the petition form. Candidates presently living on campus need to include a reference from their Resident Director. Other acceptable references are work supervisors, academic advisors, and University administrators, staff, and faculty.
- **Decision Process:** The Housing Committee (comprised of the Director of Student Life, Housing Coordinator, and the Resident Directors), considers each petition individually and is the final authority of the approval or denial and classification status of each student.
- **Renewal:** All approvals must be renewed annually.

Early Move-In Policy

If a non-athletic student chooses to move-in before the designated move-in date set by the University of the Southwest a charge of \$30.00 a day must be paid prior to moving in and permission granted by the Housing Coordinator.

Room Assignments

All students are required to fill out a housing application and roommate questionnaire each year. The housing application and roommate questionnaire are due by June 30. If a student starts their enrollment at USW during the Spring term their application is due by December 10. Rooms are assigned on a first come basis. Every effort is made to honor roommate and dorm type request, but room assignments are never guaranteed. Only roommate requests made during the application process will be considered. Students are not allowed to request room transfers mid-semester.

Changing Housing Status During a Semester

If a student requests to cancel a housing contract and move off campus, the student must submit a request to the Director of Student Life. If the request is granted, the student's bill for Room and Board will be prorated based on the student's move-out date. If a student would like to move on campus during a semester, the student must submit a request to the Housing Appeals Committee.

If the request is granted, the student will be allowed to move on campus and charged a prorated rate for both Room and Board from the move-in date.

- A student who changes their housing status during the semester without written approval from the Housing Appeals Committee may be charged Room and Board for the entire semester.

Appealing Housing Status

A student may choose to appeal his or her housing status. Appeals should be made to the Housing Appeals Committee.

Please note: Students will not be granted off-campus housing status due to a signed lease.

Grounds for Eviction

Students may be evicted for any of the following reasons:

- Failure to pay rent by designated due date
- Violation of the Honor Code or a USW policy
- Cleaning check failure
- At the discretion of the Director of Student Life

Removal from University Housing

Under specific circumstances, the University reserves the right to remove a student from University housing for disruptive, rude or threatening behavior, or destruction of community/University property. Access to other University-owned facilities can also be restricted. The parents or legal guardians of the student will be notified of the student's status.

Check In & Check Out Procedures

All students living in residence halls are required to complete a Room Inspection Inventory Form with their Resident Assistant or Residence Director. This form will indicate any preexisting damages and will account for all furniture items provided by the University and their condition of the furniture.

At checkout, students will be required to complete this process once again to access any damage or losses that have occurred during the student's time of residency. Any student wishing to change rooms during the school year will have to check out of the old room and check in to their new room, following approval of the Housing Coordinator.

Improper check out will result in a \$125 fine due before the following semester. Any damages or destruction of University property will result in the loss of security deposit and/or a monetary fine. Fines accrued at the time of check out must be paid before the student will be allowed to move into the residence halls the following semester. Instructions for properly cleaning and checking out of your room will be posted in each suite.

Students must properly check out and vacate their rooms by the Sunday after graduation by 6:00 p.m. Personal belongings that are left in the dorms after check out will be discarded. Students may leave their possessions, excluding perishable items, in their rooms between Fall and Spring semesters if they will be living in that room during the Spring Semester. The University of the Southwest is not liable for loss of personal property left in the residence halls.

Babysitting

Out of the best interest of children and students, babysitting is not permitted in the residence area. Any student who chooses to babysit in the residence halls will be subject to disciplinary action.

Lobby Rules

- Students must act respectful to each other, personal and university property at all times.
- Language must be kept clean and non-offensive.
- The lobby area must be kept clean for all guest, students are required to clean each area they utilize before leaving.
- Music and TV volumes must be kept at a reasonable level, especially during quiet hours.

Secured Campus Hours

Student safety is a high priority for the University of the Southwest. The campus closes to non-residential students at 11pm. The purpose of this closing is to secure the campus community for those students who make their student home on campus. After 11:00 PM, residential students and their overnight guests must begin to check in and out through Campus Security. Overnight guests must have an official guest pass that has been authorized through the Residence Life Staff. An officer will be stationed at the entrance of campus to check students on or off campus. Students must carry identification in order to enter or leave campus. Guests must have an authorized guest pass with them at all times.

All visitors and off-campus students must be off campus by 11pm, unless they have obtained a Guest Pass from the Office of Student Life. Students will be held responsible for any unauthorized visitors or off-campus students in their dorm after hours.

Closed Campus Hours are 11:00 pm. until 6:00 a.m.

Courtyards will also be closed during this time. Students are not to talk through dorm windows during closed campus hours.

The dorms will be closed for Thanksgiving, Christmas and Spring Break

Open Dorm Guidelines

The residence halls are divided into two distinct sections according to gender. The men live in the West dorms and the women live in the East dorms. The South dorms are divided with men residing on the east side of unit and the women reside on the west side of the unit. Students and/or visitors are not permitted in the dorms of the opposite sex except during posted open dorm hours, except for immediate family members.

Open dorms allow members of the opposite sex to be in the living room area of the dorm suites only. At no time are members of the opposite sex permitted in the individual bedrooms.

- Everyone must remain in the living room area. No one of the opposite sex is allowed in the individual bedrooms.
- All blinds in the living room area must be opened at all times.
- Doors should remain unlocked.
- Lights must remain on during open dorms.

There will be no open dorms during Thanksgiving Break, Christmas Break, Spring Break, or the summer.

Open Dorm Hours

Wednesday through Sunday: 1:00 p.m. – 10:00 p.m.

Room Deposit

Students who live in the residence halls are charged a room deposit of \$125.00. This deposit is to secure a room in the dormitories and is refundable after proper check out of the dorm has been established by the Housing Coordinator. A \$25 cleaning fee will be charged to all students.

Housing Agreement

Before moving in, students must sign a housing agreement. Students residing in the residence halls are considered residents for the full semester. Once a student has moved into the dorms, he or she is expected to stay in the residence hall for the entire semester. Students may not move out in the middle of the semester without written approval from the Director of Student Life.

Dormitory Keys

Each student is issued a key or fob to his/her dorm room. Students who lose their key are to report the loss to Student Life immediately. There is a \$100.00 charge for the replacement of a lost key or if the key is not returned upon check-out. Students must be able to produce both pieces of a broken key at the request of the Student Life Office.

- Duplicating a room key is strictly prohibited.
- Personal locks are not permitted on bedroom and/or suite doors without the approval of the Student Life Office.

Co-Ed Habitation

Students are not permitted to stay in a residence on or off campus for any period of time with a member of the opposite sex if they are not related.

Overnight Guests

Anyone not assigned to a specific room in campus housing will be considered a guest in the residence area. A member of the Residence Life Staff must be given at least a 48 hour request notice for approval reservations for all overnight guests. Guests must check in with the Student Life Office upon their arrival on campus, where students obtain a Guest Pass. Guests are subject to all university regulations. Any violation of the USW Honor Code by the guest could result in disciplinary action against the host.

Any guest may not stay more than 3 nights per month.

- All roommates must agree to have the guest stay overnight.
- The guest must be at least 18 years of age and the same gender as the host.
- A limit of three (3) nights per visit is allowed per guest. Any special exceptions regarding the three night limit must be approved through the Student Life Office before the guest arrives. The hosting

student will be charged after staying on campus for more than three nights.

- No overnight guests will be permitted during Finals Week.
- If unauthorized guests are found staying in a student's suite, a fine of \$150.00 per night will be charged to the student. The student and the guest may also lose guest privileges on campus for a specific length of time. If no one student claims responsibility for the guest, the entire suite will be charged the fine.

Visitors

Off-campus students or visitors who come to the campus are responsible for abiding by the campus guidelines and the USW Honor Code. Any violation of the USW Honor Code by the guest could result in disciplinary action against the host.

- Children under 12 years old must be supervised at all times while on campus.
- Selling and soliciting in residence halls is prohibited without permission from the Student Life Office. This includes various types of demonstration parties.

Students may come and go as they please into their assigned dorm area during normal dorm hours. If a student is wishing to visit another dorm during visiting hours they must first check-in with the RA working the lobby. Visitors must sign-in and leave their USW Student ID card with the RA on duty. When the visitor wishes to leave, or when visiting hours are over, they must sign-out and will then have their ID returned to them. If a non-USW student wishes to visit during visiting hours, the same rules apply but they must leave a government issued photo ID card. Students must meet their guests in the lobby during visitor check-in.

Noise

At all times, sound equipment (radios, televisions, etc.) is to be kept at room level (not heard outside the dorm or in any adjoining room). Musical instruments may not be played in the residence area. Practice rooms are provided in the Auditorium.

Quiet Hours

Quiet hours are set out of respect for students who may be studying.

- Monday – Thursday, 1:00 p.m. until 4:00 p.m., students are to refrain from excessive noise in the residence area.
- Each night, 10:00 p.m. until 9:00 a.m., students are to refrain from excessive noise in the Residence area.

Pets

Pets are not allowed on the USW campus.

Dorm/Hall Meetings

Dorm and hall meetings are held at the discretion of the Resident Assistants, Resident Directors and Housing Coordinator. All students will be notified within 48 hours of a meeting, unless an emergency situation prevents otherwise. All students are required to attend all dorm and hall meetings. If a student is unable

to make a meeting due to athletic commitments, work or class schedule; the student is responsible for notifying their RA or RD and must request approval to miss the meeting prior to the meeting start time. Failure to attend a meeting without approval may result in disciplinary action. If a student misses a meeting they are responsible for setting up a meeting with their RA to go over the missed information.

Cleanliness & Room Checks

Each student must respect the rights of others with regard to cleanliness of the residence hall facilities. Residents should take personal responsibility for the cleaning of their rooms and cooperate in preserving the orderliness of the public areas of the residence halls. Personal items are not to be left in community lounges, study areas or kitchens. If they are found, they may be removed and/or discarded and/or fines may be assessed. Residence Life staff make room checks for cleanliness and damage. Bi-monthly room checks are scheduled at the discretion of the residence life staff. Rooms should be vacuumed, trash should be emptied, and desks and dressers cleared of clutter and dusted. Vacuums may be checked out from an RA, but students are expected to provide cleansers and other chemicals for the upkeep of their rooms. All residents are responsible for the cleaning of their own bathrooms.

Personalizing Rooms

University of the Southwest wishes to extend the privilege of personalizing individual rooms according to guidelines and procedures, which enhance an enjoyable living environment for students consistent with the philosophy of the University community.

- Occupants are expected to keep their rooms clean and tidy.
- Any items used to decorate rooms should be in good taste and reflect Christ-centered values. Posters, calendars and other decorations are subject to review by members of the residence life staff. Material which promotes or portrays violence, alcohol and drug related paraphernalia, sexuality/sexual activity, or occult activity are examples of inappropriate room décor.
- Nails, screws, tape, or other adhesives which cause damage or leave sticky residue on the walls or surface may not be used. White "Sticki-Tak" or another type of non-marking adhesive should be used to hang all wall decorations. Small tacks are also permitted.
- Incense, open flames, or Halogen lamps are never permitted due to fire safety regulations.
- Do not tamper with electrical wiring, switches, outlets, or fixtures.
- Furniture must remain in the room at all times.
- Sports, play, and/or athletic equipment including dartboards is not to be used in the residence halls. Considerable damage or injury can occur as a result of playing games with various types of balls, etc.

Laundry Facilities Area

Each residence hall is equipped with coin operated washers and dryers that students may use in their laundry room which is open during regular dorm hours. If there is a problem with the washers or dryers please contact the RD immediately.

Kitchens

Students are expected to clean up after themselves, washing utensils, appliances, and the sink of a shared kitchen.

Custodial/Maintenancy Services

Light bulb replacement, plumbing repairs or emergencies, heating/ cooling problems, and housekeeping inquiries should be directed to the attention of the Housing Coordinator for referral. Thermostats should be set to 72 degrees. Setting thermostats at a lower degree setting will result in damages to air conditioners. Any suite who's thermostat is set below 72 degrees is subject to a fine or disciplinary action.

Property Protection

USW cannot be responsible for lost or stolen items. Personal goods should be protected by individual or family homeowner's insurance. The following suggestions are made for your protection:

- Insure and mark all valuables.
- Always lock your room and secure your window.
- Report all losses or thefts to the Student Life Office via your RA and RD
- Respect University property as you would respect your own belongings.
- Borrow property only with permission, and return borrowed property on time and in the same condition as when you borrowed it.
- Think before you act. Having fun should not be at the expense of another person or of the University.
- If you notice something happening that seems suspicious, report the matter to your RA, RD, or campus security at once. In case of emergencies or serious danger, please contact the Hobbs Police Department as well. Your involvement will make University of the Southwest a safe and enjoyable community.

Alcohol, Drugs, & Tobacco Policy

The possession, distribution, and/or use of alcoholic beverages, any controlled substance or illicit drug, or tobacco product, while a student at the University of the Southwest, is prohibited. In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free School and Communities Act Amendment of 1989, students in possession of or exhibiting the effects of alcohol, illegal drugs, and/or tobacco products will be subject to disciplinary action.

In addition to the use of the above products, USW regards the display of paraphernalia representing alcohol, drugs, and/or tobacco as incongruent with the University's policy. Any student who chooses to engage in the use of alcohol, tobacco, or illegal drugs is subject to disciplinary action. This policy applies to a student's conduct both on and off campus during any period of enrollment.

Consequences for Alcohol Policy Violations

In accordance with the Student Life Values of the University of the Southwest, we strive to deal with violations to this policy in a restorative and redemptive manner as detailed in the Honor Code Agreement. All students residing in the resident halls are required to sign and a drug and alcohol agreement.

The use of alcohol by a USW student is a Level 3 violation of the Honor Code Agreement. The Department of Student Life will use the sanctions detailed below as a guide for responding to violations of the Alcohol Policy; however, any student who violates this policy may be subject to dismissal.

- Initial assessment with a member of the Student Life Staff.
- Written notification will be sent to parents if the student is under 21 years of age.
- Student will be responsible for an educational, accountability project that will correlate to the type of violation.
- Twelve hours community service at one of the locations that has been designated by the Department of Student Life. The service must directly relate to the offense. The student is responsible for the arrangements of this community service and completing this community service within thirty days of their initial meeting with a Student Life Staff Member.
- 15-30 days curfew and/or 15-30 days probation.
- Follow-up meeting with a member of the Student Life Staff thirty days after the initial assessment.

Any additional violations of this policy will result in further consequences to the student. These further consequences will utilize the Breach in Honor Code Agreement as a guide. Failure to complete any sanctions associated with a violation of USW's Alcohol Policy may prohibit a student from enrolling for the following semester.

The Department of Student Life reserves the right to change the repercussion at any time based on the specific violation.

Student Organizations & Activities

Student Government Association (SGA)

The USW Student Government Association (SGA) consists of a Student Body President, Vice President of Spiritual Life, Vice President of Intramurals, Vice President of Campus Activities and Secretary/ Treasurer. The mission of SGA is to be a body of student leaders who serve the USW community through special events, campus improvements, student representation, and community service. SGA operates under a specific constitution devised and adopted by the students of USW. For more information, stop by the SGA Office located in the Student Services Suite in Scarborough Memorial Library Intercollegiate Athletics

USW participates in intercollegiate athletic programs with competition for men in baseball, basketball, soccer, tennis, cross country, and track and field. Women compete in basketball, soccer, softball, tennis, volleyball, cross country, track and field. USW is a member of the National Association of Intercollegiate Athletics (NAIA).

EN*ACT*US

A community of student, academic and business leaders committed to using the power of entrepreneurial action to transform lives and shape a better more sustainable world.

Entrepreneurial-having the perspective to see an opportunity and the talent to create value from that opportunity.

Action, the willingness to do something and the commitment to see it through even when the outcome is not guaranteed.

Us - group of people who see themselves connected in some important way; individuals that are part of a greater whole.

Mustang Ambassadors

Ambassadors play a crucial part in campus life at USW. Ambassadors assist with recruiting efforts, campus tours, on-campus and community events and creating school spirit. Mustang Ambassadors is open to all USW students who wish to participate.

Campus Ministry

University of the Southwest offers several opportunities on campus for our students to develop their spiritual lives. Each week of the Fall and Spring Semesters, our campus pastor works with student ministry teams to coordinate our L.I.F.E. Mid-Week Chapel Service. Our student-athletes can participate in weekly meetings and Bible studies as part of our chapter of the Fellowship of Christian Athletes and anyone interested in learning more about the Catholic faith can participate in our Catholic Student Association.

Fellowship of Christian Athletes

FCA is the largest Christian sports organization in America and focuses on serving the community by equipping, empowering and encouraging people to make a difference for Christ

Intramural Athletics

Both men and women have the opportunity to participate in intramural athletics. Physical development is a part of the curricular and co- curricular programs of USW. Intramural sports include basketball, softball, flag football, volleyball, racquetball, soccer and other games and activities.

Student Orientations (SO)

USW facilitates a scheduled orientation time for all students prior to the start of the fall semester. Students, staff, and faculty join together to help new students learn what USW is all about. Student Orientation comes out of the Student Life Office and is required for all new students.

Special Interest Groups

Interest groups may develop from semester to semester with the possibility of official recognition and a permanent place among student organizations on campus. A faculty advisor is necessary for official recognition.

Sigma Tau Delta English Honor Society.

USW's chapter of the International English Honor Society, Sigma Tau Delta, is one of the most active special interest group on campus. Sigma Tau Deltans sponsor a number of events including the J.L. Burke Literary Tea and poetry readings. For information contact Barbara McGrath in the Fadke Arts & Sciences Center.

Alpha Chi National Honor Society

A national scholarship organization, this society strives for academic excellence and is restricted to the top 10% of the junior and senior classes. Lecture and Speaker Series Special activities are offered regularly and include speakers, concerts, films, and productions including:

Jack Maddox Distinguished Lecture Series

In which nationally prominent speakers are invited to the campus to visit informally with students and faculty members. These speakers then deliver a formal presentation to the area public free of charge. Some of our most recent speakers have included Laura Bush, Jo Frost, Dr. Robert Ballard, Jean Chatzky, Captain Chesley "Sully" Sullenberger and Peyton Manning. This year's speaker will be Sam Abell, National Geographic photographer.

The Hatton W. Sumners Speaker Series

(Free Enterprise Dinner)

Provides USW students, staff, and the surrounding communities the opportunity to better understand the principles of American democratic self-government and fosters leadership in preserving our heritage of personal freedom and responsibility. Some of our most recent speakers have included Erin Gruwell, Tom Sullivan, Captain Scott O' Grady, and Jeffrey Zaslow.

Cultural Events

The Hobbs community provides a number of events for participation and enjoyment which include: music, drama, art, theatre, and other types of programs. The Lea County Event Center, the Lea County Commission for the Arts, the Western Heritage Museum, and other organizations bring several additional cultural attractions to the community. Opportunities are available for selected students to be involved in theatre, symphony orchestra, and musical groups in the community.

Social Life

There is a wide range of activities sponsored by SGA, Student Life office and other organizations on campus. Some of these activities include the Skate Night, Leadership Retreat, Athletic Awards, and various Homecoming activities. Additional features such as films, musical groups, and other events are also held throughout the year.

Student Services

Virtual Bookstore

University of the Southwest has partnered with MBS Direct to provide online textbook service to all students. A link to the virtual bookstore is in the student portal. Students will be able to buy books 24/7 visiting bookstore.mbsdirect.net/usw.htm or using the MBS Direct toll free number, 800-325-3252 or by fax, 800-499-0143.

Multiple forms of payment will be accepted including credit and debit cards, personal checks, and USW book vouchers. A UPS shipping charge equaling 10% of the total purchase will be charged for each shipment. For this reason, students are encouraged to order all textbooks at onetime. Book vouchers will be sent to your USW email. For information on how to access your USW email, please visit the student portal.

Book Buy Back

Students may sell textbooks back to MBS Direct. All shipping charges are paid by MBS.

Book Return Policy

MBS Direct guarantees your satisfaction with a 100% return policy. If you should need to return your books, you can do so within 14 days after the start of class or the date your order was placed; whichever is later. For more information visit the company website. Counseling Services

Student life personnel are available to assist students with problems and concerns. In addition, USW faculty and staff are concerned about students and are willing to assist them. Students are encouraged to seek guidance from their advisers or other faculty members with whom they feel comfortable. A student may be referred to off-campus professional counselors for additional help when needed.

Food Services

Located in the Bill Daniels Campus Center, the USW Dining Hall offers an all-you-can-eat venue for those students with campus meal plans. No food is to be removed from the Dining Hall without permission from the Food Service Manager.

Meal Times

Breakfast

Mon. - Fri. 7:00 am - 8:30 am (hot breakfast)

Mon. - Fri. 8:30 am - 9:00 am (continental breakfast)

Lunch

Mon. - Fri. 11:00 am - 1:00 pm Saturday 11:00 am - 1:00 pm (brunch) Sunday 11:30 am - 1:15pm

Dinner

Mon. - Fri. 5:00 pm - 7:00 pm Sat. - Sun. 5:00 pm - 7:00 pm

Mail Service

All incoming and outgoing mail and parcels are handled through the University Mailroom located at the west entrance to the Bill Daniels Campus Center. Students can anticipate that U.S. Postal Service mail for the campus will be distributed by 12:30 pm Monday through Friday. United Parcel Service (UPS) and FedEx will pick up and deliver Monday through Friday. Stamps and U.S. Postal Service shipping are available through the University Mailroom.

Mailboxes for students living on campus are located at the west entrance to the Bill Daniels Campus Center. PLEASE remember that mailboxes will not be opened for the student. You must retrieve your own mail by using the combination assigned to you.

Packages

When a student receives parcels too large to fit in the mailbox, the student will be notified to stop in at the Mailroom window for his/her package. Students may present their package notification slip and sign for his/her package. Packages not claimed after ten working days will be returned to sender. Parcels may be picked up any time during University Mailroom hours. Health

A limited amount of first-aid supplies are available through members of the residence life staff.

Student Success Office

Located in the Library, this key student resource center offers much more than its name might seem to imply. For some time now, the Student Success Office has been offering tutoring and career assistance. The goal is for the Student Success Office to be the central place on campus where any student can go to obtain a quick and reliable answer to any academic question. Some of the services the Student Success Office offers include the following:

- Career Assistance Students wishing to obtain employment during school may visit the Student Success Office for job-postings and other career-related resources.
- Tutoring The free tutoring program is designed to help students who need special assistance with course-related work. Appointments can be made with tutors who specialize in specific content areas. Library The library staff work closely with students in providing reference help, bibliographic instruction, and meeting class assignment needs. Library Hours Monday thru Thursday 8:00 a.m. to 9:00 p.m. Friday 8:00 a.m. to 5:00 p.m. Saturday 12:00 noon to 4:00 p.m. Sunday 2:00 p.m. to 6:00 p.m. CLOSED ON ALL HOLIDAYS Schedules will be posted for USW Breaks. Summer Hours.: Mon.-Fri. 8:00am-5:00pm Veterans USW has been approved for veteran's benefits administered by the Veteran's Administration. Further information concerning these educational benefits may be secured in the Office of the Registrar.

Campus Security

The Campus Security Office is located in Scarborough Memorial Library. Security may be contacted by calling 575-318-1196. The campus security officers are employed by the University to safeguard students, staff, and visitors. The officers represent the University and have the authority to reasonably carry out their duties, including inspecting facilities, preventing disorderly behavior, and controlling traffic. Students and visitors are expected to cooperate with campus security. To report a crime or an emergency, dial 911. For a non-emergency situation or to get assistance entering a building, please locate a security officer.

Additional University Policies

Hazing

What is Hazing?

Simply put, hazing can be described as any incident or activity that may or may not cause mental or physical harm to a student looking to join an organization. Informal and unofficial acts of initiation are strictly prohibited. Hazing is not about “earning your way in” or “building loyalty and teamwork.” It is about exerting control over another human being.

Coercing another, including the victim, to do any act of initiation into, or as a condition of participation in, a student organization, fraternity or sorority, or activity that causes or creates a substantial risk of causing physical or mental harm to any person is prohibited. Examples of prohibited behavior include forced drinking of alcohol or water, paddling, creation of fatigue, physical shocks, degrading or humiliating games, physical harassment, branding, public stunts, and forced tattoos. Those found hazing will face strict disciplinary action that may result in expulsion from University of the Southwest.

Internet Usage Policy

Access to the internet is provided to authorized users for educational purposes. Personal use is permitted and is subject to the same standards of conduct described in the USW Student Handbook. Visiting internet sites that involve pornography or other types of content that would conflict with University of the Southwest’s mission as a Christ-centered institution is strictly forbidden. Students should understand that all traffic on the internet on campus is capable of being viewed, monitored, and logged by USW. Any student who attempts to circumvent security protocols to view pornography or other inappropriate material and/or is involved in illegal peer to peer file sharing of copyrighted material from their computer is subject to disciplinary action. The following discipline will take place:

First Offense – internet disconnected for the remainder of the semester/ accountability and mentoring required.

Second Offense – internet disconnected for the remainder of the semester/\$50 fine/accountability and mentoring required.

Third Offense – internet disconnected for the remainder of the semester/\$100 fine/accountability and mentoring required/ suspension from school 48-72 hours.

Fourth Offense – dismissal from school

Peer to Peer file sharing of copyrighted material is not allowed. You are allowed to connect one computer per port. Connecting hubs, switches, servers, wireless access points or any other port expanding equipment is expressly forbidden.

NOTE: Students are responsible for maintaining their computers so as to comply with University policy.

Emergency Evacuation Procedures

Fire Evacuation Procedure

When a fire alarm sounds:

- Close room window.
- Stay low to the ground and calmly proceed to the nearest exit.
- Move to a safe distance away from the evacuated building (preferably directly to the designated meeting spot).
- If your door is hot, do not open the door. Instead, follow this procedure:
 - Seal up the cracks around the door using cloth articles. This helps seal a barrier against heat and smoke.
 - Hang a sheet out the window to signal rescuers.
 - Open the windows slightly to let fresh air in and smoke out of the room.
- Wait to be rescued.

If you must move through a smoke-filled area, move quickly in a crouching position. Heat and smoke rise, and dangerous gases settle near the floor.

Fire Drills

We will schedule periodic fire drills in each residence hall throughout the year. Comply with directions given during drills and display a responsive attitude. Do not remain in the hall when a general alarm sounds; to do so violates expected conduct and subjects you to disciplinary action.

Tornado Alert Procedures

TORNADO WATCH means there is a possibility of one or more tornadoes in our area. Continue normal activity but "be on the watch." TORNADO WARNING means a tornado has been sighted or detected by radar, and may be approaching. The civil service siren will sound with a single continual signal. When you hear this, seek shelter immediately.

Tornado Shelter/Safety

Move to an inner room or hallway on the lowest level of the building you are in, stay away from windows, and cover yourself with a blanket or other object if possible. Stay in the safety area until the tornado warning is lifted. When possible, Resident Assistants are to help the Resident Directors move everyone into a safe area.

Unusual Absences

Out of concern for the safety of our students, roommates/suitemates/ friends are requested to report unexplained or unusual absences to the RDs as soon as possible.

Sexual Harassment Policy

University of the Southwest strives to recognize human dignity and therefore DOES NOT tolerate sexual harassment. Harassment is illegal and unfairly interferes with the opportunity for all persons, regardless of gender, to have a comfortable and productive education and work environment. Consequently, the University is committed to taking all reasonable steps to prevent sexual harassment and to discipline those who do harass. Sexual harassment is any threatening, demeaning, or offensive conduct or situation that interferes with a person's ability to perform his/her work or educational pursuit and is based upon the sex of that person. Sexual harassment is any gender-related conduct that makes it more difficult for a person to do his or her job or receive his or her education. Harassment includes but is not limited to:

- Requests for dates with a student by faculty/staff.
- Persistent requests for dates.
- Unwelcome requests for sexual favors.
- Continued expression of sexual interest after being informed that the interest is unwelcome.
- Non-consensual or unwelcome physical conduct.
- Comments that are demeaning, humiliating, suggestive, insulting, vulgar, or lewd.
- Retaliation and/or retribution in any way for refusal to comply with requests for sexual favors.
- Preferential treatment or promise of preferential treatment for submitting to sexual contact.

Sexual harassment has no place at University of the Southwest. Accordingly, the person who engages in such conduct will bear full responsibility for such unlawful acts. In the event that a determination of sexual harassment is made, discipline will be dealt with in accordance with the Honor Code and Honor Board.

Should you feel sexually harassed, you are urged to report your concerns to the Director of Student Life, Campus Security, and/or your RD. An investigation into the charge will be conducted. Confidentiality shall be maintained to the greatest extent possible.

Sexual Assault Policy

A goal of University of the Southwest is to create a campus community free from interpersonal abuse including sexual assault. Further, USW adopts the principle that all members of the USW community shall be able to pursue his/her interests free from non-consensual sexual contact. USW is committed to the following twofold process: 1) to provide crisis intervention and a judicial/disciplinary response for victims and alleged offenders, and 2) to educate and promote discussion on interpersonal abuse and violence.

For the purpose of this policy, sexual assault is any sexual behavior or physical contact of a sexual nature between two or more people to which one person does

not or cannot consent. USW prohibits sexual acts or contacts with others which can involve compelling a victim to submit to sexual acts or contacts by force or threat of force, use of intoxicants to substantially impair the victim's power to give consent, engaging in such acts when there is reasonable cause to believe the victim suffers from a mental state which renders him or her incapable of understanding the nature of the contact or where the victim is a minor under New Mexico law. The abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others. In addition, USW provides direct medical treatment and counseling to support the individual. Examples of prohibited behavior include but are not limited to the following: 1) acquaintance or date rape; 2) stranger rape; 3) indecent exposure; or 4) attempted sexual acts by use of verbal or non-verbal threats.

USW considers both physical surroundings and educational programming in addressing prevention of campus sexual assault. USW examines such factors as campus signs, lighting, and locking procedures to foster security and safety. For further safety information, contact USW Campus Security.

USW actively supports sexual assault victims. All members of the University community are encouraged to take every measure available to eliminate sexual assault on this campus. In addition to campus educational efforts, peer influence will be central to protecting members of the community from assault. Any student aware of a sexual assault on or off campus is encouraged to contact Campus Security, the Dean of Students or one of the senior administrators on the campus. All reports of sexual assault are treated with respect to the privacy of the involved individuals. Incidents are reported to appropriate departments and agencies in consideration of safety concerns and investigative needs. If deemed necessary, a warning will be issued to the campus community.

USW imposes appropriate sanctions upon violators of this sexual assault policy. These sanctions may include, but are not limited to, suspension and expulsion. In addition, an individual charged with a sexual assault may be subject to prosecution under state or federal law.

Each item listed is for a first offense. For a second offense, move up one level.

<u>Honest Community</u>	<u>Personal Growth</u>	<u>Campus Safety</u>	<u>Student Success</u>	<u>Practical Relevance</u>	<u>Disciplinary Action</u>
<ul style="list-style-type: none"> • Unauthorized Guest 	<ul style="list-style-type: none"> • Disrespecting Authorities • Language • Prohibited Materials • Dress Code • PDA 	<ul style="list-style-type: none"> • Babysitting • Unauthorized Guest 	<ul style="list-style-type: none"> • Quiet Hours • Lease Agreement (Cleaning) • Dress Code 	<ul style="list-style-type: none"> • Trash Outside/Littering • Lease Agreement (Cleaning) 	Possible Warning for 1st Offense You Choose 1 \$10 Fine 2 Hours Community Service
Level 1 <ul style="list-style-type: none"> • Lying/Falsification of Reports 	<ul style="list-style-type: none"> • Open Dorms Violation • Gambling • Tobacco 	<ul style="list-style-type: none"> • Fire Alarm • No Pets Violation • Open Dorm Violation • Unauthorized entry into a University facility 	<ul style="list-style-type: none"> • Rebellion Against University Policy • Disrespecting University Personnel 	<ul style="list-style-type: none"> • Rebellion Against University Policy 	You Choose 2 \$50 Fine 4 Hours Community Service
Level 2	<ul style="list-style-type: none"> • Pornographic Material • Alcohol 	<ul style="list-style-type: none"> • Discharging Fireworks • Intentionally misusing fire or safety equipment 	<ul style="list-style-type: none"> • Pornographic Material • Alcohol 	<ul style="list-style-type: none"> • Vandalism • Destruction of Property 	You Choose 2, We Choose 1 (suspension/counseling/probation possible) 15-30 days curfew (mandatory) \$150 Fine 6 Hours Community Service Accountability Project
Level 3	<ul style="list-style-type: none"> • Co-habitation • Illegal Drugs/Controlled Substance • Occult Rituals/Materials • Sexual Misconduct 	<ul style="list-style-type: none"> • Actual Physical Harm • Weapons • Physical Threat of Harm • Bullying/Harassment • Sexual Harassment • Illegal Drugs/Controlled Substance 	<ul style="list-style-type: none"> • Sexual Misconduct • Illegal Drugs/Controlled Substance 	<ul style="list-style-type: none"> • Theft • Bullying/Harassment • Sexual Harassment • Possession of stolen property 	You Choose 2, We Choose 2 (suspension/counseling/expulsion possible) • 30+ days curfew (mandatory) • Probation (mandatory) • \$250 Fine • 12 hrs. Community Service • Accountability Project • 6 Hours Professional Counseling**
<ul style="list-style-type: none"> • Theft • Bullying/Harassment • Sexual Harassment Level 4	<ul style="list-style-type: none"> • Co-habitation • Illegal Drugs/Controlled Substance • Occult Rituals/Materials • Sexual Misconduct 	<ul style="list-style-type: none"> • Actual Physical Harm • Weapons • Physical Threat of Harm • Bullying/Harassment • Sexual Harassment • Illegal Drugs/Controlled Substance 	<ul style="list-style-type: none"> • Sexual Misconduct • Illegal Drugs/Controlled Substance 	<ul style="list-style-type: none"> • Theft • Bullying/Harassment • Sexual Harassment • Possession of stolen property 	You Choose 2, We Choose 2 (suspension/counseling/expulsion possible) • 30+ days curfew (mandatory) • Probation (mandatory) • \$250 Fine • 12 hrs. Community Service • Accountability Project • 6 Hours Professional Counseling**

*This sheet will be used as a guide. Student Life reserves the right to change the repercussion at any time based on the specific violation.

**Any required counseling will be paid for by the student.