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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

Dr. Quint Thurman, the University President, 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

## Authority, Scope, and Interpretation of the Honor Code

The Honor Code is established under the authority of the Office of the President at USW, in conjunction with the staff in the Offices of Student Life and Housing. Generally, the Code governs and regulates Student conduct that occurs on the University's campus or any building or property owned or used by the University in connection with its educational and other programs; or student conduct that occurs

off-campus that is disruptive, harmful, poses a reasonable concern for the safety and well-being of students, faculty and/or staff, or that otherwise is harmful to the University's purposes, mission and objectives.

The Student Honor Code regulates off-campus Student conduct to promote and reinforce the following values and University goals:

1. To prevent and reduce behavior that undermines Student academic success and that negatively detracts from the educational mission of the University;
2. To promote and protect the health and safety of Students and other University community members;
3. To provide timely intervention, support, and resources to those who may be struggling with substance abuse/addiction or other psychological issues; and
4. To address student conduct and activities that clearly conflict with the University's interests and mission.

The Provost and the members of the Honor Board, with the assistance of the Director of Student Life, if needed, will determine if an off-campus incident involves student conduct that falls within the scope of the Honor Code.

The Provost and the Honor Board have the responsibility and authority to interpret the Honor Code, with the assistance of the Director Student Life, as needed.

## Honor Board

The Honor Board is comprised of members of the USW community tasked with interpreting and upholding the Honor Code. The Honor Board is comprised of three staff or faculty members, the president of the Student Government Association, and one at-large student member selected by the student body. The Honor Board works in conjunction with the Provost, the Director of Student Life, and the Director of Housing to insure campus community standards are maintained.

## Violations of the Law and Code

Violations of University policy, rules or regulations, or federal, state, or local laws may result in a violation of the Honor Code. Student Conduct Proceedings will generally proceed even if the conduct also results in action initiated by federal, state, or local law enforcement officials, or a private party, based on the same conduct, and the resolution of Student Conduct Proceedings will not be delayed or be dependent upon the outcome of any other criminal or civil proceeding.

## Definitions

When used in the Honor Code of Student Conduct, the terms below will be defined as follows:

1. "Administration" means the staff in the Office of Student Life responsible for the adjudication of a Student Conduct Proceeding that has been referred by the Honor Board for any reason. Adjudication of a Student Conduct Proceeding

at this level will normally be handled by the Provost, unless a designee is appointed to handle the adjudication of the Student Conduct Proceeding.

2. "Bullying" means any written, electronic, or verbal communication, behavior, gesture, or any physical act that is threatening or intimidating which takes place on University premises, online, in person, or at campus sponsored events and which (1) places a person in actual or reasonable fear of harm to her person or damage to her property or (2) creates a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits, or a student employee or leader's ability to perform essential functions of her job or position.
3. "Code" means the University of the Southwest Honor Code.
4. "University" means University of the Southwest.
5. With respect to sexual behavior, "Consent" is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed and freely and actively given. The lack of a negative response is not Consent. An individual who is incapacitated by alcohol and/or drugs, either voluntarily or involuntarily consumed, may not give Consent. Past Consent for sexual activity does not imply or constitute ongoing future Consent.
6. "University Official" means any person employed by the University or serving in a student leadership position in which that person is authorized by the University to perform administrative or professional duties. Examples of University Officials are Honor Board members and Resident Assistants.
7. "University Premises" means all buildings, facilities, or grounds owned, leased, operated, controlled, or supervised by the University of the Southwest, including adjacent streets and sidewalks.
8. "Controlled Substance" means any drug, chemical, or substance whose possession and use is defined as a "Controlled Substance" under either state or federal law. Prescription medications may constitute a Controlled Substance under this Code if inappropriately possessed, used, or distributed.
9. "Discrimination" means the unequal and unlawful treatment of another based on or because of the person's race, color, creed, religion, gender, age, national origin, disability, military status, or sexual orientation.
10. "Drug Paraphernalia" means all equipment, products, and materials of any kind which are either designed for use or which are intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, strength testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting,



inhaling, or otherwise introducing into the human body marijuana or a controlled substance.

11. "Guest" means anyone who is not a student who is present on University Premises at the invitation and/or hosting of a Student. Non-residential Students who are visiting a residential Student in a residence hall shall also be considered a Guest.
12. "Harassment" means physical or verbal conduct relating to an individual's race, religion, national origin, or disability when the conduct creates an intimidating, hostile, or offensive working or educational environment; or substantially or unreasonably interferes with an individual's education or work environment; or otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the University's education program.
13. "Hate Crime" means (i) a criminal act committed against a person or his property with the specific intent of instilling fear or intimidation in the individual against whom the act is perpetrated because of race, religion, ethnic origin or sexual orientation or that is committed for the purpose of restraining that person from exercising his rights under the Constitution or laws of the state of New Mexico or of the United States, (ii) any illegal act directed against any persons or their property because of those persons' race, religion, national origin or sexual orientation and (iii) all other incidents, as determined by law-enforcement authorities, intended to intimidate or harass any individual or group because of race, religion, national origin or sexual orientation.
14. "Hazing" means an act which endangers the health or safety of a student or students or which inflicts bodily injury on a student or students or which destroys, damages, or removes public or private property with or as a condition for the purpose of initiation, admission into, affiliation with, or continued membership in a student group or organization regardless of whether the student or students so endangered or injured participated voluntarily in the activity. Apathy and acquiescence in the presence of Hazing are not neutral acts and may be violations of the Code.
15. "HB" refers to the "Honor Board" and means a committee comprised of three staff or faculty members, the president of the Student Government Association or his/her designee, and one at-large student member appointed by the student body and which exists to educate students about the Honor sections of the Code, to investigate related alleged violations, and to determine if Student violations of the Honor Code have occurred and, if so, to impose sanctions.
16. "Hostile Educational or Employment Environment" means one in which a person is subjected to harassment that is sufficiently serious as to limit an individual's employment opportunities or that limits a student's ability to participate in or benefit from the University's educational program.

17. "Minor Violation" means a violation of the Code for which the possible sanctions are other than suspension and dismissal.
18. "Nonconsensual Sexual Contact" (either direct or indirect) means engaging in any physical contact of a sexual nature, not otherwise described or included in the definition of Sexual Assault, which is performed without a person's consent. Examples of Nonconsensual Sexual Contact include but are not limited to the intentional touching without consent of another's genitalia, groin area, breast, buttocks, or clothing covering them, or forcing an unwilling person to touch another's intimate parts as listed above.
19. "Party" means a Student or Student Group, Club or Organization alleged to have violated the Code.
20. "Self-defense" is the legal right to use reasonable force to protect oneself or members of one's family from bodily harm, or to a lesser extent one's property, from the attack of an aggressor if the defender has reason to believe the danger of bodily harm is imminent and that force is necessary to avoid this danger. Self-defense is a defense to a criminal charge or to tort liability; however, it is not an acceptable justification for violent behavior on campus or typically a defense to a charge under this Code.
21. "Separation of the Student from the University" means the Student may not be present on University Premises, attend or participate in classes, manipulate any website or other material residing on the University's web server, access the University's email services, enter or use any University service or facility, or participate in any Student Club, Group, Organization or other University sponsored programs, activities, or related events.
22. "Serious Violation" means a violation of the Code for which the possible sanctions include suspension or dismissal.
23. "Sexual Assault" or "Sexual Battery" means engaging in vaginal, oral, or anal penetration or intercourse without a person's consent.
24. "Sexual Exploitation" means taking nonconsensual, unjust, or abusive sexual advantage of another for one's own advantage or benefit; or to benefit anyone other than the one being exploited; and behavior that does not otherwise constitute Sexual Assault or Sexual Harassment. Examples of Sexual Exploitation include, but are not limited to, prostituting another student, nonconsensual video or audio taping of sexual activity, going beyond the boundaries of consent (such as letting friends watch you have consensual sex, or unauthorized distribution of photos or videos of a sexual nature), engaging in voyeurism, and inducing incapacitation with the intent to rape or sexually assault another person or create an opportunity for a third party to do so.
25. "Sexual Harassment" means unwelcome verbal or physical conduct of a sexual nature that is so severe, persistent, or pervasive that it negatively affects the

victim's activities or creates an intimidating, threatening, abusive, or Hostile Educational or Employment Environment

26. "Stalking" means severe intrusions on the victim's personal privacy and autonomy with the purpose of annoying or harassing the victim and includes, but is not limited to, a pattern of following, observing, or monitoring the victim, or committing violent or intimidating threats or acts against the victim.
27. "Student" or "student" means a person who is enrolled in a schedule of undergraduate or graduate courses at the University, a person attending classes at or through the University, or a person participating in orientation programs on the University premises. The term Student includes those who are full-time, part-time, commuters, residential, in online programs, and studying abroad.
28. "Student Conduct Proceeding" means a proceeding initiated to investigate an alleged Student violation of the Code, to determine if a violation has occurred and, if so, the sanction to be imposed for such a violation.
29. "Violent Behavior" means conduct and/or behavior, verbal and non-verbal, including but not limited to, verbal and/or physical aggression, attack, threats, harassment, intimidation and other disruptive behavior in any form, or by any media, which causes or could cause a reasonable person to fear physical harm by any individual(s) or group(s) against any person(s) or property.
30. "Weapon" means any instrument that is designed or used for inflicting bodily harm, injury or death to another.

## Conduct Rules and Regulations

The following conduct, or an attempt to engage in any of the following conduct, is prohibited and shall be subject to a referral to the Honor Board:

1. Honor Code violation
  - a. Plagiarism
  - b. Lying
  - c. Cheating
  - d. Confidentiality
2. Use of inappropriately profane and abusive language or behavior
3. Conduct or behavior that violates local, state or federal law, regardless of whether such conduct or behavior otherwise constitutes a specific violation of this Code.
4. Violation of the physical space of others
5. Damage or misuse of the University's name, image or property, or the property of a member of the College community, including but not limited to:

- a. Attempted or actual vandalism
  - b. Attempted or actual theft
  - c. Attempted or actual littering
6. Failure or refusal to comply with the directions of a University Official acting in the capacity of his/her role at the University, or a law enforcement officer, and/or failure to identify oneself to any of these persons when requested to do so
  7. Conduct that endangers the safety and welfare of any member of the University community, including one's self, and includes, but is not limited to, physical abuse/attack, assault, suicidal behavior, self-mutilation, etc.
  8. Bullying
  9. Stalking
  10. Disruption or obstruction of teaching, research, administration, or other University activities
  11. Participation in a demonstration which disrupts the normal operations of the University or infringes on the rights of other members of the University community, or leading or inciting others to disrupt scheduled and/or normal activities on University Premises or any conduct that obstructs or interferes with the freedom of pedestrian or vehicular movement on University Premises.
  12. Discrimination or Harassment
  13. Hazing
  14. Unauthorized possession, duplication, loan, or use of keys or ID Cards to access University Premises or property, or the unauthorized/uninvited entry to or use of University Premises or property
  15. Visitation Policies
    - a. Failure to properly sign in or out a Guest
    - b. Failure to abide by residence hall specific visitation hours or other policy.
    - c. Any violation of the Code by a Guest
  16. Prohibited Conduct relating to Alcohol, Drugs and/or Controlled Substances
    - a. Possession or consumption of alcohol
    - b. Possession or consumption of alcohol by a Student who is under 21 years of age
    - c. Furnishing or selling alcohol to any person who is under 21 years of age
    - d. Possession and/or use of kegs, party balls, or other common source containers used for the delivery of alcohol

- e. Engaging in any behaviors, engaging in any games or using any devices designed or intended to facilitate rapid or mass consumption of alcohol, including but not limited to beer funnels/bongs, keg stands, shotgunning/chugging, flip cup, beer pong, quarters, etc.
  - f. Possession, use, sale, distribution, or manufacture of false identification cards
  - g. Driving with an open container of alcohol in the vehicle
  - h. Operating a motor vehicle under the influence or while impaired by the consumption of alcohol or other Controlled Substances
  - i. Public consumption, use, or intoxication by alcohol, marijuana, or any other Controlled Substance. Public places include, but are not limited to, residential hallways, elevators, stairwells, residential lounges, etc.
  - j. Possession, consumption, purchase, and/or distribution of any drug and/or Controlled Substance
  - k. Possession or use of drug paraphernalia. This includes possession of drug paraphernalia that has never been actually used for drug consumption or use.
  - l. Possession with intent to manufacture, distribute, and/or sell any drug or other Controlled Substance
  - m. Misuse or abuse of consumer products (ex. medications, bath salts, etc.)
17. Use of tobacco products on campus.
18. Violation of Fire Safety regulations including, but not limited to:
- a. Destruction or misuse of any fire alarm or equipment (ex. extinguisher or pull station)
  - b. Intentionally triggering a false alarm
  - c. Failure to properly evacuate during a fire alarm
  - d. Unauthorized setting of a fire on College Premises
19. Violation of Quiet Hours
- a. Regularly defined Quiet Hours  
Quiet Hours are as follows:  
Sunday-Thursday from 11pm-8am  
Friday and Saturday from 12am-9am  
Noise levels should be kept to a minimum as to not disturb others during these times.
  - b. Courtesy Quiet/Study Hours  
Monday – Thursday 1pm-4pm; excessive levels of noise that disrupts others is not acceptable at any time.

- c. Exam week Quiet Hours  
During exam week Quiet Hours are in effect 9am – 10pm throughout the entire week to promote a studious environment.
20. Violation of Pet Policy. Presence of a pet inside a residence hall.
21. Illegal or unauthorized possession or use of harmful or dangerous items, including but not limited to:
- a. Possession of a firearm
  - b. Possession of weapons or explosives, even if intended for decoration (ex. martial arts equipment, brass knuckles, etc.)
  - c. Possession or use of dangerous chemicals or explosive materials (ex. pepper spray)
22. Disorderly, lewd, or indecent conduct, or a breach of peace
23. Aiding, abetting, or facilitating any conduct prohibited by this Code.
24. Sexual misconduct, including but not limited to:
- a. Sexual Assault or Sexual Battery
  - b. Nonconsensual Sexual Contact
  - c. Sexual Exploitation
  - d. Sexual Harassment
25. Hate Crime
26. Harassment
27. Violation of any rule, regulation, policy, procedure or standard adopted and published by the University, including but not limited to:
- a. Residence Life policies
  - b. Academic or administrative office policies
28. Abuse of the Code, including, but not limited to:
- a. Failure to obey the summons of a Honor Board or University official
  - b. Falsification, distortion, or misrepresentation of information before a Hearing Body
  - c. Disruption or interference with the orderly conduct of an appeal
  - d. Making false, frivolous, or misleading charges of Code violations
  - e. Attempting to discourage a person's participation in Hearing proceedings outlined in this Code

- f. Attempting to influence the impartiality of a member of the Honor Board prior to, and/or during the course of, Student Conduct Proceedings
- g. Harassment, intimidation, and/or retaliation towards a member of the Honor Board, complainant, respondent or witness at any time
- h. Failure to comply with sanction(s) imposed under this Code
- i. Influencing or attempting to influence another person to commit an abuse of this Code

# Policies and 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. Student judicial issues are referred to USW's Honor Board consisting of staff, faculty, and students. The Honor's Board is charged with determining outcomes associated with student discipline.

The Director of Student Life, Director of Housing, 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.

Anyone affiliated with the University may refer a student or student group or organization suspected of violating the Code to the Director of Student Life by submitting an incident report or contacting their Resident Assistant, Residence Director, Director of Housing, or Director of Student Life. A referral should be made as soon as possible after the alleged incident.

Upon receipt of an incident report, the Director of Student Life will contact the student(s) in question. The student(s) will receive written notification of the infraction and sign an acknowledgement stating the nature of the infraction. Depending upon the severity of the infraction, the Director of Student Life will issue a warning and counsel the student(s) involved or refer the incident report to the Honor Board. In the case of a repeated minor infraction, the Director of Student Life will refer the incident to the Honor Board. The Honor Board reserves the right to forward any case to Administration's Judicial Committee, regardless of severity of alleged offense. Any change that may result in University Suspension or University Dismissal, or which alleges any form of sexual misconduct, shall be automatically referred to Administration for adjudication. Within thirty (30) days of receipt of a referral, the Honor Board will communicate to the Director of Student Life the results of the Honor Board's decision and any sanctions imposed. The Director of Student Life will communicate the decision of the Honor Board to the student(s) involved in writing. The thirty (30) day period for initiating a Student Conduct Proceeding shall not be jurisdictional and, if reasonable under the circumstances, a reasonable extension of the thirty (30) day time limit shall be permissible.

The student has the right to appeal the decision of the Honor Board as outlined in the Student Conduct/Disciplinary Appeals Process.

## 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.

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.

## Individual Sanctions

If the Honor Board or Administration determines that a Student has violated this Code and a sanction is imposed, regardless of severity, a letter will be placed in the Student's permanent file describing the violation, finding and sanction. Multiple factors may affect the severity of a sanction including but not limited to the Student's demeanor, acceptance of responsibility, and level of cooperativeness during the Student Conduct Proceeding; the past conduct record of the Student; the nature and seriousness of the incident; and the severity of the damage, injury, or harm resulting from the incident. One or more of the following sanctions may be imposed upon a Student for a violation of the Code.

### 1. Minor Violation Sanctions

- a. **WARNING:** A notice to the Student that the Student is violating or has violated the Code. The Warning notice will state that future incidents of a similar nature will result in a more severe sanction.
- b. **DISCIPLINARY PROBATION:** A written reprimand for a violation of the Code with continued permission to remain enrolled in the University but under prescribed conditions during a probationary period. Disciplinary Probation is for a designated period of time and includes the possibility of the imposition of more severe disciplinary sanctions if the student is found to have committed any additional Code violations during the probationary period. Disciplinary Probation is typically thought of as a period of reflection during which the student should avoid future violations.
- c. **LOSS OF PRIVILEGES:** Denial of specified privileges for a designated period of time, which may include the ability to participate in sporting events, campus activities, etc.
- d. **FINANCIAL SANCTIONS:** Sanction resulting in the payment of money by the student to the College or an effected party.
  - i. **Administrative Costs-** The Student may be assessed a fine that relates to the actual costs incurred by the University to resolve or address the alleged violation (for example, such as the cost of employee wages for relocating furniture that was moved from a lobby or to remove people from a building during a false fire alarm).
  - ii. **Restitution-** The Student may be required to pay restitution which serves as compensation for loss, damage, or injury. Restitution may take the form of appropriate services and/or monetary or material replacement.

- e. DISCRETIONARY SANCTIONS: Work assignments, service to the University, community service, or related discretionary assignments.
  - f. EDUCATIONAL SANCTIONS: Participate in a specific program, complete a specific project, or complete a research assignment/paper.
  - g. RESIDENCE HALL RELOCATION: Relocation of the Student from their current residence hall to another residence hall.
  - h. RESIDENCE HALL SUSPENSION: Separation of the Student from the residence halls for a specified amount of time, after which the Student is eligible to return. Conditions for return may be specified.
  - i. RESIDENCE HALL DISMISSAL: Permanent separation of the Student from all University housing.
2. Serious Violation Sanctions
- In addition to the following sanctions, Serious Violations may result in the imposition of Minor Violation sanctions listed above as well as:
- a. UNIVERSITY SUSPENSION: Separation of the Student from the University for a specified period of time, after which the Student is eligible for readmission. The University may impose conditions for readmission which the Student must satisfy.
  - b. UNIVERSITY DISMISSAL: Permanent Separation of the Student from the University.

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

# Grievances, Complaints, and 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.

# Student Conduct and Disciplinary Appeals Process

Any student charged with a violation of the Honor Code has the right to appeal if at least one of the following conditions are met:

- 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.

Appeals not following 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 address all issues with the student first in an effort to treat the student as an adult. It is up to the discretion of the Honor Board as the appellate body to grant a meeting with parents or guardians who request a meeting. Such meeting will not serve as a negotiation. Rather, any conference grants will focus on how to best facilitate restoration for the student into the USW community.

The focus of a Student Conduct Proceeding is to determine whether the accused Student has engaged in conduct that violates the Honor Code. Student Conduct Proceedings will not be governed by legal rules of evidence and deviations from the procedures prescribed in the Honor Code will not invalidate any sanction decision or outcome, unless the deviation results in significant prejudice to the Student's right to receive reasonable notice of the charges against the student and the right to respond to the charges.

## Process for Appeal

Please note: The Honor Board serves as the appellate body in the appeals process. If any of five members of the Honor Board are unavailable due to scheduling conflicts, the Honor Board may convene for the purposes of an appeal hearing with a minimum of three members or with designees for the absent members.

1. A student must submit his or her appeal in writing to the Director of Student Life. The grounds for appeal must be clearly stated and will be reviewed by the Chairperson for the Honor Board. This appeal must be made within ten (10) calendar days of the original discipline decision.
2. If the appeal is deemed legitimate, the Honor Board will convene to hear the student's appeal. If the student is unavailable or chooses not to attend the meeting, the Honor Board may rule without the student present. If the

grounds for the appeal are deemed insufficient, the chair of the Honor Board will notify the student of the decision.

3. All materials to be present at the appeal must be submitted to the Director of Student Life twenty-four (24) hours in advance of the appeal meeting. Each Honor Board member will receive a copy of all material to be considered.
4. All appeals beyond the Honor Board must be made within seventy-two (72) hours of the decision initial response to the appeal.
  - The Honor Board 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 Provost and his appointed representatives 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 Honor Board. 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 (Honor Board or Judiciary) committees regarding the conduct issue in question.

- Provost and the Director of Student Life have the authority to administer all disciplinary measures to students.
- Housing Director and Residence Directors 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. Staff and Resident Assistants will knock and announce prior to entry. 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. Routine health and safety inspections will be carried out to ensure the welfare and safety of our campus community.

## Housing Staff

### Director of Housing

The Housing Director, in conjunction with the Director of Student Life, oversees all areas of residence life. Including housing applications, room assignments, honor code violations, housing violations, visitors and reporting dorm maintenance. The Housing Director resides in the South dorms in the room labeled Director of Housing 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, safety patrols, room cleaning inspections, desk duty, orientation, check in and check out at the beginning and end of semesters, leadership by example, documentation of all incidents, and enforcement of policies equally 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 and the policies and procedures of USW Housing, whether their physical presence is on or off campus.

## On Campus Housing Requirements

On campus housing opportunities may 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 enrollment 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, and hold freshman or sophomore standing, are required to live in a university supervised housing facility. Requests for exceptions to this rule must be presented in writing to the Director of Housing and Director of Student Life.

Exceptions may be granted for the following:

- Students who wish to live with a parent or guardian designated as such by Internal Revenue Service documents; or with a responsible older sibling who is at least 21 years of age.
- 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.

The maximum age for housing residents is 25 years old. Any student who is 25 years or older, who desires to live on campus, must be granted that permission from the Housing Director, the Campus Steward, and the Provost.

Procedure to request on campus housing above the age of 25 is as follows:

1. Submit a Housing Application and appropriate deposit.
2. Complete an essay of no less than 500 words fully explaining the situation and why the student needs to live on campus.
3. Meet with the Housing Director, the Campus Steward and/or the Provost prior to moving onto campus.

## 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, Director of Housing, 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 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 Director. No student will be permitted to arrive on campus more than 48 hours in advance of the designated move in date without express written permission from the Housing Director that must be received and



adjudicated, no less than 72 hours prior to the requested early arrival date. All early move in requests will be considered on a case by case basis.

## Room Assignments

All students are required to fill out a housing application each year. The housing application is due by March 1<sup>st</sup> for returning fall semester students, and July 1<sup>st</sup> for new fall semester students. If a student starts their enrollment at USW during the Spring term their application is due by December 10. Rooms are assigned by team cohesion first, date stamp of housing deposit for singles and then doubles. 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 allowed to request room transfers mid-semester, but only for situations that cannot be resolved by mediation or roommate agreements.

## 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 Housing. 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 will 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 Evictions from On-Campus Apartments

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
- Repeated Cleaning Inspection failure
- at the discretion of the Housing Director and/or Campus Steward with appropriate documentation of the infractions or disciplinary proceedings.

## 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.

## Babysitting

Out of the best interest of the 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, to personal and university property at all times.

- Language must be kept clean and non-offensive.
- The lobby area must be kept clean for all guests; 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.

## Visitation 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 for immediate family members.

Members of the opposite sex can be in the lobby areas of each dorm. At no time, are members of the opposite sex or individuals who identify as couples permitted in the individual suites. The only exceptions will be during room checks, maintenance issues, or emergency procedures.

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

## 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 Director. 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 Housing Director.

## Dormitory Keys

Each student is issued a key to his/her dorm room. Students who lose their key are to report the loss to housing or security immediately. There is a \$100.00 charge for the replacement of a lost key or if the key is not returned upon checkout. Students must be able to produce both pieces of a broken key at the request of the Housing Director.

Each Student is

- duplicating a room key is strictly prohibited.
- Personal locks are not permitted on bedroom and/or suite doors Without the approval of the Housing Director.

## Co-Habitation

Couples are not permitted to reside in USW residence halls. Married couples are required to reside in campus apartments.

## Overnight Guests

Anyone not assigned to a specific room in campus housing will be considered a Guest. The Housing Director must be given at least a 72 hour notice of request for approval of reservations for all overnight guests. Guests must check in with security, the Student Life Office and Housing Director, upon their arrival, where the host student will obtain a Guest Pass. All Guests are subject to all University regulations. Any violation of the USW Honor Code by any guests will result in disciplinary action against the host.

Guests 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 Housing Director before the guest arrives. The hosting student will be charged for guests 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 \$300.00 per night will be charged to the student. The student and the guest may also lose guest privileges on campus for a specified length of time. If no single student claims responsibility for the unauthorized 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.
- There will be no selling and soliciting in residence halls is prohibited without permission from the Housing Director. 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 wants 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 state issued driver's license 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. No visitors of the opposite sex, or those who identify as a couple, will be allowed past the lobby of the dormitory.

## Noise

At all times, sound equipment such as radios, televisions, etc.; are 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. Physical noise such as loud talking and boisterous activity will be kept under control at all times.

## 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.
  - Sunday- Friday, 11:00 p.m. until 8:00 a.m., students are to refrain from excessive noise in the Residence area.
- Saturday to Sunday Morning, 12:00 a.m. to 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 Director. 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 and 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 may make weekly room checks for cleanliness and damage. 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, or housing director, however, students are to provide cleansers and other chemicals for the upkeep of their rooms. All residents are responsible for the cleaning of their own bathrooms. Trash must be placed in trash dumpsters located outside residence halls and apartments.

## 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 and not moved from room to room within the suite or out of the suite.
- Sports, play, and/or athletic equipment including dartboards are 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. Attempting to obtain free laundry by using any device to “activate or fool” the laundry machines, will constitute a violation of the honor code. These washers and dryers are contracted and any theft will be reported to appropriate authorities by the contractor.

## Kitchens

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

## Custodial/Maintenance Services

Light bulb replacement, plumbing repairs or emergencies, heating/ cooling problems, and housekeeping inquiries should be directed to the attention of the Housing Director for referral. Thermostats must be set to 72 degrees. Setting thermostats at a lower degree setting will result in damage to air conditioners. Any suite where the 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 renters, 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 Housing Director 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.

As a result of safety issues with devices listed below and concerns raised by the Consumer Product Safety Commission, USW will allow only devices approved by CPSC effective immediately.

Hoverboards, also known as self-balancing scooters, will be permitted on campus provided they are approved as stated above. The following restrictions are effective immediately (revised 1.11.16).

# Check In and Check Out Procedures

All students living in residence halls are required to complete a Room Inspection Inventory Form when they check in to housing. 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 the checkout process to assess any damage or losses that have occurred during the student's time of residency. The checkout form will be cross-examined with the check in form from the students file to ensure accuracy.

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 Director.

Improper check out will result in a \$200.00 fine due before the following semester. Any damages or destruction of University property will result in the loss of security deposit and 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 the 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.

# Alcohol, Drugs, and 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 and Activities

## Student Government Association

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 Organizations

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 National 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.

## 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 Condolezza Rice, former Secretary of State and National Security Advisor.

### 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.

# Students 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](http://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 one time. 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.

### 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 - 1:15 pm

### Dinner

Mon. - Fri. 5:30 pm - 7:30 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.

## 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 575-942-5902. 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.

## 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.

## 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.

## 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 (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.

## Appendix A – Breach in Honor Code Agreement\*

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

	Honest Community	Personal Growth	Campus Safety	Student Success	Practical Relevance	Disciplinary Action
<b>LEVEL 1</b>	~Unauthorized Guest	~Disrespecting ~Authorities ~Language ~Prohibited ~Materials ~Dress Code ~PDA	~Babysitting ~Unauthorized Guest	~Quiet Hours ~Lease Agreement ~Dress Code	~Trash/Littering ~Lease Agreement	~Possible Warning for 1 <sup>st</sup> Offense <b>YOU CHOOSE 1</b> ~\$10 Fine ~2 Hours Community Service***
<b>LEVEL 2</b>	~Lying ~Falsification of Reports	~Open Dorms Violation ~Gambling ~Tobacco	~Fire Alarm ~No Pets Violation ~Open Dorm Violation ~Unauthorized Entry into a USW Facility	~Rebellion against USW Policy ~Disrespecting University Personnel	~Rebellion Against USW Policy	<b>YOU CHOOSE 2</b> ~\$50 Fine ~4 Hours Community Service***
<b>LEVEL 3</b> <small>Suspension/Counseling/Probation Possible</small>		~Pornographic Material ~Alcohol	~Discharging Fireworks ~Intentionally Misusing Fire or Safety Equipment	~Pornographic Material ~Alcohol	~Vandalism ~Destruction of Property	<b>YOU CHOOSE 2, WE CHOOSE 1</b> ~15-30 Days Curfew (mandatory) ~\$150 Fine ~6 Hours Community Service*** ~Accountability Project
<b>LEVEL 4</b> <small>Suspension/Counseling/Probation Possible</small>	~Bullying/Harassment ~Theft ~Sexual Harassment	~Co-habitation ~Illegal ~Drugs/Controlled Substance ~Occult Rituals/Materials ~Sexual Misconduct	~Actual Physical Harm ~Weapons ~Physical Threat of Harm ~Bullying/Harassment ~Sexual Harassment ~Illegal ~Drugs/Controlled Substances	~Sexual Misconduct ~Illegal ~Drugs/Controlled Substances	~Theft ~Bullying/Harassment ~Sexual Harassment ~Possession of Stolen Property	<b>YOU CHOOSE 2, WE CHOOSE 2</b> ~30+ Days curfew (mandatory) ~Probation (mandatory) ~\$250 Fine ~12 Hours 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

\*\*\*Community Service assignments are designated at the discretion of the Honor Board or the Student Life Director.

