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MESSAGE
FROM THE
VP FOR STUDENT SERVICES

We have come together once again to this place we call Southwestern Adventist University. We have come driven by purpose and girded by hope. It is here that our dreams become the catalyst for tempered vision. Hopefully, in this place we all find a covenant community, where the promise of a risen Savior becomes the core of our morality and spirituality.

Being, that you are here will significantly change the landscape of this campus. The life that you bring with all its gifts and blessings, with all its imperfections and shortcomings will create its own craving for more. Be sure that your influence either positive or negative, may tip the scale of eternal consequence. I challenge you to live an uplifting life, for we never know the impact what one bad look; one bad word or one bad action may have on your brother or sister in Christ.

On this campus we welcome you to find a place and time to praise God. You will never be successful if you meet everyone else except Him here. At the end of your academic journey may you look back and say of Southwestern “truly the Lord is in this place.”

To all those who God has planted here may this text serve as God’s “red carpet” welcome: “He will shield you under his wings. He will shelter you with his feathers. His faithful promises are your armor and protection.” Psalm 91: 4

Sincerely Yours,

A handwritten signature in black ink that reads "David Knight". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

David Knight

VP for Student Services

MESSAGE
FROM THE
STUDENT ASSOCIATION PRESIDENT

As leaders of the student body our goal is to be an example to our fellow students. We not only want our students to be great people in our society, but also people who will do what God requires of them and are a light to those who seek Him. As sons and daughters of God, our goal is to strive to be more like Jesus in every aspect of our lives.

Aim: Jesus died for me, now I will live for him.

Vision: To strive to be more like Jesus by doing what He requires.

Mission: Micah 6:8

Act justly: Be what we want others to be.

Love mercy: Do unto others as you would want them to do unto you.
(Golden Rule)

Walk humbly before God: Serve others as if we are serving God.

Sincerely Yours,

Esther Portes

Student Association President

SEVERE WEATHER PROTOCOL

In the rare event of severe weather, an announcement will be made between 8:00 p.m. and 6:30 a.m. indicating that classes will be delayed or canceled - or that the university will be open as usual on the following day. You may check the following for official delay or closing announcements: radio station (TBA), NBC 5 KXAS TV, or the University switchboard operator at (817) 645-3921.

HISTORICAL INFORMATION

SOUTHWESTERN ADVENTIST UNIVERSITY HISTORY

Southwestern Adventist University was founded as an industrial school in 1893. By 1896 it came to be known as Keene Industrial Academy. Twenty years later the school began to offer college courses on the junior level. As a result, it became known as Southwestern Junior College. The name was changed again in 1963 to Southwestern Union College. In 1967, the college became a senior academic institution, offering classes at the bachelor level. Accreditation was granted by the Southern Association of Colleges and Schools in 1970. Seven years later, the institution was renamed Southwestern Adventist College, reflecting its religious affiliation. Authorization to offer a masters degree in Elementary Education was given in 1987. The masters program was accredited in 1989 by the Southern Association of Colleges and Schools. In 1996, the name was changed to Southwestern Adventist University.

SOUTHWESTERN ADVENTIST UNIVERSITY PHILOSOPHY

The University is a coeducational institution of higher learning in the tradition of liberal arts and sciences. It was established and is operated by the Seventh-day Adventist Church and is essential to the fulfillment of its teaching ministry.

The institution is committed to Christian teachings and values as understood by the Seventh-day Adventist Church. God is perceived as the Creator and ultimate source of knowledge and meaning. True education is defined as the harmonious development of the intellectual, spiritual, social and physical aspects of human nature.

UNIVERSITY BUILDINGS

BARRON BUILDING was built in 1974 and houses the Religion Department.

CHAN SHUN CENTENNIAL LIBRARY was completed in 1994. Housed within the library are the following: the Ruth King McKee Curriculum Library, the Amon G. Carter Micro Garden, the Meadows Gallery, and the Adventist Heritage Center, including the Ellen G White-SDA Research Center, the Rust-Carter Southwest Seventh-day Adventist Archives, and the University Archives.

The **COMMITTEE OF 100 CAFETERIA** opened in 1971.

EVANS HALL, opened in 1957, and contains:
English as a Second Language Program
Evans Hall Auditorium

FINDLEY ADMINISTRATION BUILDING was opened for use in 1960 and was remodeled during 1994-95 and contains the following administrative offices:
Office of the President
Academic Administration
Enrollment
Financial Administration
Adult Degree Program-ADP
Institutional Research
Student Services
Financial Services
Record's
Information Technology Services
Business Office
Cashier
Spiritual Development

PECHERO HALL was opened in 2006 and houses:
Business Department
History and Social Science Department
Modern Languages Department
Education and Psychology Department

HAGEN HALL was built in 1961 and remodeled in 1992 and houses the Nursing Department.

HOPPS MUSEUM AND WELCOME CENTER was built in 1998 and showcases the history of Southwestern Adventist University and Johnson County.

LEISKE-PULTAR GYMNASIUM was completed in 1961 and houses:
Kinesiology Department
Athletic Department

MABEE CENTER was occupied in 1985 and contains, in addition to general classrooms and faculty offices:
English Department
Music Department
Art Studio
Wharton Auditorium

MORAN HALL was built in 1950 and houses:

Advancement Office
Communication Department
Amalgam Television Studio

SCALES HALL, completed in 1967, contains offices, classrooms, and laboratories in addition to the following:

First Floor

Computer Science Department
Counseling and Testing Center
Student Center

Second Floor

Chemistry Department
Mathematics Department
Biology Department
Physics Department

STUDENT HOUSING

HADLEY HALL - women's residence has 24 rooms.

HARMON HALL - the main women's residence has 76 rooms.

MEIER HALL - women's residence has 21 rooms.

MILLER HALL- the main men's residence and has 70 rooms

VILLA- men's residence and has 14 rooms

LAKEVIEW-men's residence with 14 units

CAMPUS RESOURCE CENTER

THE CHAN SHUN CENTENNIAL LIBRARY has a collection of approximately 110,000 volumes, 450 current periodical and newspaper subscriptions. Access to the Library's collection is through an on-line catalog. Reader-printers, photocopiers, PC's to laptops and subscription, electronic journals, and the Adventist Heritage Center, including the Ellen G. White Research Center, the Rust-Carter Southwest SDA Archives, and the University Archives.

THE RUTH KING McKEE CURRICULUM LIBRARY is located in the Chan Shun Centennial Library on the second floor and is open regular library hours. It is designed for the use of SWAU Education majors, faculty, and patrons belonging to the Cleburne Area. Cooperative Teacher Education Center and provides materials in the subject areas in which the Education Department offers teacher certification.

LIBRARY HOURS

SUNDAY	12:00 p.m. - 11:00p.m.
MONDAY - THURSDAY	8:00 a.m. - 11:00p.m.
FRIDAY	8:00 a.m. - 2:00p.m.
SATURDAY	Closed
HOLIDAYS & SUMMER	Posted

GYM HOURS FOR STUDENTS, EMPLOYEES AND THEIR DEPENDENT(S) 18 YEARS OR OLDER

- Mon. Th. 6:00am -10:30 pm
- Fri. 6:00am - 4:00pm
- Sun. 9:00am - 10:30pm
- Closed on Saturday

GYM HOURS FOR SUMMER AND OTHER UNIVERSITY VACATION TIMES

- S –TH. 6:00pm- 10:00pm
- ❖ The gym and weight room will be closed during any special event held in the gym or sanctioned holidays.
- ❖ The swimming pool is open weekdays until midnight, after sundown on Saturday night until 1:00 a.m., and closed Friday sundown to Saturday sundown. During pool hours please keep noise to a minimum.

UNIVERSITY BOOKSTORE - located north of Scales Hall, across Magnolia St. The Bookstore sells textbooks, reference materials, classroom supplies, clothing, university stationary, mugs, glassware, and stamps. Hours, unless otherwise posted are:

Academic year	10:00am - 6:00pm M-Th 10:00am-1:00pm Friday
Summer	M-TH 10:00am - 5:00pm 10:00am-1:00pm Friday

THE COMMITTEE OF 100 CAFETERIA - located on the Campus Mall west of Mockingbird. The Cafeteria provides a vegetarian menu and serves breakfast, lunch, and dinner. On-campus residents may choose between three meal plans. Community students and guests pay for each meal. There is a discount plan available for off-campus students. Go to the local website <http://local.swau.edu> for more information. The menu hotline is x6309.

	Serving hours:		
	M-F	Sat.	Sun.
Breakfast	7:00-8:00 8:00-8:45	N/A	N/A
Lunch	11:30-1:00 1:00-1:30	1:00-1:30	12:00-1:00
Supper	5:00-5:45 5:45-6:30	5:30-6:00	5:00-5:45
Rusty Bucket	9:45-1:00 1:30-5:00 5:30-7:30	N/A	N/A

**Rusty Bucket closes at 4:45 pm on Fridays.*

**The dining room closes 30 minutes after serving time.*

CAMPUS SECURITY OFFICE is located on Magnolia Street, west of the University Bookstore. There are campus security officers on duty daily from 5:00 p.m. to 8:00 a.m. If you require assistance from one of the security officers, dial 0 (switchboard) from any campus phone. In emergencies, dial 911 for police, fire, or ambulance assistance.

ADMINISTRATION OF THE UNIVERSITY

BOARD OF TRUSTEES

The legally designated authority of and for the University is its Board of Trustees. This governing body is a self-perpetuating Board which is now composed of thirty-one members. Three primary areas of responsibility of the Board are institutional policy, presidential relations, and financial resources.

THE MAJOR ADMINISTRATIVE OFFICES ARE:

The President

The President is the chief executive officer of the University and is responsible for its administration. It is the President's duty to see that the goals of the university are attained in keeping with the directives of the Board of Trustees.

The Vice-President for Academic Administration

The Academic Vice-President develops, coordinates, and implements the instructional programs of the university. The Vice-President is assisted by the Director of Adult Degree Program, Department Chairpersons, the Registrar, and Librarian.

Vice-President for Enrollment Services

The Enrollment Vice-President is responsible for prospective students, from first inquiry through admission and up to their arrival on campus to register.

Vice-President for Financial Administration

The Financial Vice-President is responsible for the business and financial affairs of the university and the management of its facilities. Responsible to the Financial Vice President are: The Business Office personnel, Director of Construction and Facilities, the Director of Food Services, the University Bookstore personnel, and Campus Security.

Vice-President for Spiritual Development

The VP for Spiritual Development coordinates and develops the spiritual program of the campus, including religious programming, student mission opportunities, spiritual counseling, community outreach, prayer ministries and literature evangelism.

Vice-President for Student Services

The VP for Student Services coordinates and develops the non-academic programs of the university including career counseling, non-academic counseling, placement, residential living, health services, student activities, regional activities, and student discipline. The Vice-President for Student Services is assisted by the following: Director of Counseling, Residence Hall Deans, and the Director of Students with Disabilities.

Vice-President for University Advancement

The Advancement Vice-President coordinates all college activities related to external constituencies; all public relations efforts; all printing and advertising; all government and community relations; and any tasks directly related to the university's public image as well as all traditional development and fund raising activities. Responsible to the VP for University Advancement are: Assistant Director of Advancement, Alumni Relations Director, Director of Marketing and Public Relations.

ACADEMIC INFORMATION

The Southwestern Adventist University Bulletin published annually, supplies detailed information on degree requirements, as well as, procedures and regulations regarding grading, academic honors, probation, withdrawing from a class, etc. Students should consult the bulletin when questions regarding academic matters arise.

ATTENDANCE POLICY

Regular and prompt attendance is required. Penalties for excessive absences are specified by each professor for each course.

TOP TEN WAYS TO BE A SUCCESSFUL STUDENT:

1. Always be on time to every class.
2. If you have any occasion to be absent from the class, never ask the instructor: "Are we going to do anything important today?"
3. Structure a daily study schedule, allowing a minimum of at least two hours for the preparation of each class assignment.
4. Never inform your instructor that you could not attend his/her class because you were studying for a test in another class.
5. A student's attitude toward a course can affect the final grade. (When the professor is lecturing or conducting a class discussion, give the instructor your undivided attention. Never use this time to visit with your classmates.)
6. Do not take the liberty to leave the class during class time. If there is a valid reason for leaving early, inform the instructor at the beginning of the class period, or at an earlier time.
7. If you have any questions concerning returned quizzes or examinations, make an appointment to see the instructor.
8. During class, be alert and prepared: Students who continually attend class without their text and writing materials are making a statement about their interest in the class.
9. If you plan to be absent from class for a sponsored school activity, always inform the teacher in advance.
10. Finally, and most important, if you are having any academic difficulty in any of your classes, do not hesitate to talk with the teacher concerning your problem and methods of correcting it.

(Professor Roth '95)

TUTORIAL PROGRAM

Tutors are available in many disciplines each semester. They are free of charge and available most evenings. Watch for posted notices, or contact the Vice-President for Academic Administration.

REASONABLE ACCOMMODATION POLICY FOR STUDENTS WITH DISABILITIES

SWAU does not discriminate against qualified individuals with disabilities or handicaps with respect to employment or admission practices. Applicants

and/or existing employees with disabilities or handicaps may request reasonable accommodation to enable them to perform the essential functions of their job. Students and/or student applicants with a handicap or disability may request reasonable accommodation to enable them to successfully function in the university environment (See Director of Students with Disabilities).

WITHDRAWAL REQUIREMENTS

To officially withdraw from Southwestern Adventist University, students must obtain a withdrawal form from the Records Office. The withdrawal form must be signed by a Student Finance Advisor and one of the following university personnel: the Vice President for Academic Administration, Vice President for Student Services, or Director of Counseling. The form should be returned to the Records Office after all signatures have been obtained, and the withdrawal will be effective as of the date returned.

SOUTHWESTERN ADVENTIST UNIVERSITY INTELLECTUAL PROPERTY POLICY

- I. **General Policy:** Southwestern Adventist University affirms that intellectual properties created by students are the exclusive property of that same student. Intellectual property including but not limited to technological inventions, software programs, books, artworks, musical compositions, and other forms of creative expression are owned by the creator of the property except in the following two specific instances:
 - a. the university specifically asks a student to create a particular work, or
 - b. the student specifically assigns (in written form, signed by the student) part or all of the copyright, patent, or license to the University.

- II. **Compensation to the University:** In the event that a student uses special university services in the creation of the intellectual property, above and beyond those services provided for classroom or lab instruction, the university shall be entitled to, and the owner(s) and/or creator(s) are obliged to pay, fair-market value compensation for the services used. For the purposes of this part, special university services include additional use of equipment beyond the norm, additional lab assistance beyond the norm or other similar assistance used by the student in the research or production of the property at issue.

- III. **Disclosure, Licensing, and Commercialization:** The disclosure, licensing, and/or commercialization of scientific and technological

developments, including but not limited to inventions, discoveries, trade secrets, and computer software remain the exclusive purview of their owner(s) and/or creator(s)/inventor(s). **Owner(s) and/or creator(s) of intellectual property may share in equity of business and may participate in management of business related to development of said property.** As such, institutional review of disclosure, licensing, and/or commercialization of intellectual properties covered under this policy is neither appropriate nor needed.

Revised on 02/26/2001

- IV. **Resolution of Dispute:** In the case of disputes which may arise due to differing interpretations of Southwestern Adventist University's Policy on Intellectual Property, the following procedure shall apply:
- i. The party with the grievance will notify the President of the university in writing, stating the cause of the dispute.
 - ii. The President, within five working days of receiving written notice, will ensure the formation of an impartial five-member ad hoc committee to settle the dispute. The committee will be composed of two members of the university community appointed by the party bringing the grievance, two members of the university community appointed by the opposing side, and one member of the university community selected by the four committee members previously appointed.
 - iii. Each party to the grievance will write a summary of the problem and submit that document to the ad hoc committee within ten working days of the establishment of the committee. The committee, at its discretion, may request additional documentation or clarifications of existing submissions at any time during the dispute resolution process.
 - iv. After reviewing the written statements, the committee will provide an opportunity for each side of the dispute to make an oral presentation to the committee. At that time, the committee may ask questions to clarify any areas of the dispute that they deem necessary.
 - v. After the committee has reviewed the written statements, along with any oral statements and responses to committee questions, it will respond with a final, written decision to the President and all other parties to the dispute. The final decision must be issued within forty-five calendar days after the President was notified of the grievance according to step one of this part, unless extensions are granted by mutual agreement between the parties to the grievance.

FINANCIAL INFORMATION

SCHOLARSHIPS, GRANTS AND LOANS

SWAU offers scholarships for academic achievement, specific summer work programs, and financial need. These scholarships are listed in the university's Bulletin.

SWAU participates in the Federal and State Student Aid Programs. You may contact the Student Financial Services or refer to the university bulletin for information on these programs.

VETERANS INFORMATION

The registrar and any regional V.A. office will assist students qualifying for veterans' educational benefits.

EMPLOYMENT

SWAU is committed to providing a campus job to any student desiring work. Students apply for a job by going directly to the department for which they desire to work, or by contacting the Student Employment Office x6240.

CASHIER'S OFFICE

Students may deposit cash, withdraw funds, and cash small personal checks not exceeding \$50 at the cashier's Office. Students are urged to use this service since the university does not take responsibility for money or other articles which may be stolen.

CAMPUS LIFE

OFFICE OF SPIRITUAL DEVELOPMENT

The following ministries are among those facilitated by the university Vice President for Spiritual Development and Chaplin:

- Prayer Meeting – Right Here, Right Now
- Friday Evening Vespers
- Afterglow
- Sabbath Renewal Church Services
- University Church
- Sabbath School – In Christ
- Spiritual/Bible Study/Prayer/ Small Groups Ministries
- Taskforce Program
- Student Missionary Program
- Short-term Mission Trips
- Outreach and In-reach programs
- Literature Evangelism
- Counseling

The mission statement of this office is:

To encourage students to lead a life dedicated and surrendered to Jesus Christ for lifelong Christian discipleship; empowering, equipping, and training them to be released as spiritual leaders into the world.

The provision of such services is essential to the university's objective for spiritual development, particularly that of assisting the student to become a mature and responsible person, and to grow sensitive to all human values. Also, the department facilitates staff's spiritual growth and promotes the active involvement of faculty and staff in the continuing spiritual development of students.

SWAU has a VP for Spiritual Development: Dr. William Kilgore, Chaplin: Ms. Islem Mattey, Student Chaplain, Student Association Religious Vice President, Praise Ministry Coordinator, Outreach Director, Literature Evangelism Director, Drama Ministries Director, and a Student Missionary Director.

COUNSELING AND TESTING CENTER

Counseling: The Counseling and Testing Center offers personal counseling, career guidance, CLEP and SAT exams, academic planning, and help in adjusting to university life. The center is staffed to handle many types of personal problems from relationship issues to anxiety and depression. The counseling services are confidential and free to enrolled students.

Career Planning: Several career and interest inventories are given by the CTC to help students learn more about their aptitudes, achievements, interests, values, and personality. Some of the tools include CAPS, COPS, COPES, MBTI, and the 16pf.

Testing: The CTC provides a variety of testing services. The College-Level Examination Program (CLEP) is one of the most popular. Fees may apply.

Students with Disabilities: The Counseling Center strives to assist students with qualifying disabilities and to assist them in the academic experience. Students with special needs should notify the center of their status and provide appropriate documentation as needed.

The office of the director for students with disabilities is located on the ground floor of Scales Hall and may be reached by calling ext. 6041

Office hours: Monday thru Thursday from 8am to 5pm; Friday 8 am-Noon.

HEALTH SERVICES

Health Services provides assistance to students or staffs who are ill or have minor injuries. The clinic is located in Harmon Hall. A medical personnel will be available Sun. - Thurs. from 8:00 to 10:00 p.m. To schedule an appointment please contact the operator.

If medical care should become necessary, information may be released to the Director of Student Health in order to provide continuity of care. The clinic does have a stock of non-prescription medications and supplies all of which are available to you at no cost. If you are in need of a doctor or other off campus health care, Health Services can arrange appointments for you with a physician who will accept school insurance. In case of hospitalization, the university may notify your parent(s).

MEDICAL INSURANCE REQUIREMENTS

Medical insurance is required for all students registered for six or more credit hours and all F-1 students. Medical insurance must be purchased at registration if the student cannot provide proof of coverage. It is your responsibility to notify Student Financial Services of any changes.

All students and accompanying dependents are required to have medical and accident insurance coverage **including repatriation and medical evacuation while studying at SWAU**. The university makes such coverage available for non-immigrant students upon their arrival at SWAU; charges for the insurance will be made on registration day for the fall and spring semesters.

Required Medical Records: In accordance with recommendations from the Centers for Disease Control, the Texas Department of State Health Services, and the American College Health Association, all first time students must supply certain medical records to the school they plan to attend.

Tuberculosis Screening (US Citizens/ Permanent Residents): Students with a previous positive TB skin test must submit a report of a chest X-ray taken any time within 12 months before registration. All other students must submit proof of a negative TB skin test taken any time within six months before registration.

Tuberculosis Screening (International Students): Students with a previous positive TB skin test must submit a report of a chest X-ray taken within one week of arriving on campus. All other International students must submit proof of a negative skin test within 3 weeks of entering school.

NON-IMMIGRANT STUDENTS

NOTE: SWAU recommends that students have temporarily travel medical insurance from the time of departure from their home country until the date of coverage provided through the university-contracted international student insurance.

The cost of university contracted international insurance in 2010/2011 is \$1500.00 for one full calendar year-\$875.00 for the fall semester and \$625.00 for the spring semester. The cost for the student's spouse is \$4608.00. The cost for an accompanying dependent child is \$1728.00 per year, two or more children is \$3456.00 per year.

**Please do not hesitate to contact Mr. Jason Kowarsch regarding any immigration questions. He is the international student advisor. His office is located in the Findley Administration Building and is open Monday-Thursday, 8:00am to 5:00 pm and Fridays 8:00am to 12:00 noon. Students may call 817-202-6268.

Student Transportation for Medical Purposes

Residence Hall and off-campus students are responsible for providing their own transportation, unless there is an emergency.

Note: General Insurance states that if an insured person gives permission for someone else to drive their vehicle, coverage is the same as if the owner were driving.

Recreational Activities

Many activities are open to students on campus, in the gymnasium, swimming pool, and recreation areas. Southwestern Adventist University sponsors an intramural sports program. The emphasis is on physical fitness, competence and sportsmanship.

CAMPUS SECURITY - EXT. 0 (Switchboard)

Campus Security is a service organization (provided to help everyone) committed to dealing with each student in a pleasant, helpful, friendly manner. The security officers safeguard the personnel, property, and integrity of the campus. Their responsibilities include fire prevention and detection, traffic control, and maintenance of campus order. If an officer requests identifying information of a student, the student is expected to cooperate.

Campus Security has the primary responsibility to make sure that doors on campus buildings are locked and unlocked when needed, that unneeded lights are off, and to be on the lookout for fires. Campus buildings are unlocked at 6:30 a.m. and are locked after usage or during first security round in the evening. Security Officers are on duty from 5:00 p.m. until 8:00 a.m. They are in instant contact via hand-held radios with the Keene Police Department as well as the university operator.

Any suggestions or recommendations regarding this service should be brought to the Director of Security, ext. 6240.

STUDENT LIFE

STUDENT HOUSING

All unmarried students under 22 years of age, taking six or more hours, are required to live in one of the university's residence halls. Residents are also

required to select from one of the meal plans offered through the cafeteria. Students who officially withdraw from SWAU will not be permitted to live in the residence halls after their official withdrawal date.

Qualifications for living off campus

Must be 22 years of age or living with immediate family.
Taking five or less credits.
Must be in good and regular standing.
Other extenuating circumstances may be referred to the VP for Student Services.

Emergency Equipment

The university provides emergency equipment for use in case of fire or other disasters. The use of fire escapes, alarms, fire extinguishers, or safety showers in the Scales Hall for any other purpose is considered a serious offense.

Selling

Selling or soliciting of goods or services must first be approved by the VP for Student Services. To avoid inconvenience to residents, permission is seldom granted.

ASSEMBLY ATTENDANCE POLICY

Attendance of Assemblies and Week of Prayer meetings is **REQUIRED** for all students taking six or more semester hours. Regular assemblies are scheduled on Thursdays at 1:00 p.m. in Evans Hall.

Assembly Attendance Guidelines

1. Cards will be handed out until 1:10 and collected when you leave assembly.
2. Students are expected to attend the entire assembly.
3. One (1) absence is allowed per semester to cover unexpected emergencies such as illness, car trouble, forgetfulness, etc. A fine of \$10 will be charged for each absence beyond the one allowed.

Assembly Excuses

Assembly absences may be excused for valid reasons by submitting an excuse form, which is available at studentservices.swau.edu.

Assembly Exemptions

1. Students who are taking six or less semester hours.
2. Assembly is optional for students who have completed a Bachelor's Degree or are 23 years of age.
3. Exemptions are valid on a semester by semester basis.

Forms for requesting exemption are available at studentservices.swau.edu.

Attendance at Sabbath Services

The university expects students to be prepared for the Sabbath by Friday sunset and to respect the Sabbath by refraining from all ordinary labor and activities. Attendance is encouraged to Friday evening vespers, Sabbath School and church services.

STUDENT ACTIVITIES

STUDENT ASSOCIATION

All undergraduate students are members of the Student Association. It functions under elected officers and advisors appointed by the university president. The Student Association publishes The *Mizpah* yearbook, The *Status* (student newspaper), and sponsors student led religious and social activities for students.

STUDENT PUBLICATIONS

Three university publications are produced for SWAU students: The *Status*, The *Mugshots*, and The *Mizpah*.

Advisors are appointed by the president, with recommendations from the Student Association.

Publications are funded through the Student Association budget. The Student Association Senate approves appropriations for these publications and retains supervisory authority over these funds.

Editors will avoid impugning the character of any individual, adhere to the standards of morality and decency established by the university, and follow the highest standards of accuracy and fairness, while adhering to all copyright laws.

The *Status*, the official university newspaper, is released monthly during the school year, except during exam weeks and vacations. Its purpose is to inform,

educate, inspire, stimulate, and entertain its readers.

The *Mugshots* is an annual photo directory featuring students, faculty, and staff members of Southwestern Adventist University. Each person is identified by a photograph and voluntarily discloses personal data in compliance with *The Family Educational Rights and Privacy Act*.

The *Mizpah* is the yearbook for Southwestern Adventist University. It features various student organizations, intramural and club sports, religious and secular activities, and individual photographs of students, faculty, and staff.

Mimosa Memories is the annual banquet held in March.

CLUBS AND ORGANIZATIONS

ELIGIBILITY FOR OFFICE

To hold or run for an elected office in a student organization, a student must have a cumulative GPA of 2.50. In addition, no student on citizenship probation, or who has been on probation the previous spring or fall semester, may hold an elected office.

Various clubs are organized from year to year to promote an interest in specific academic or service areas. Dues may be assessed as authorized by approved organizational bylaws.

GROUP OUTINGS

All cars used for the transportation of students or faculty to or from any school function must have insurance for public liability in the amount of \$50,000 and \$100,000, and property damage in the amount of \$5,000. The driver of a car accepts full responsibility for the automobile.

RESPONSIBILITY OF FACULTY ADVISORS

All student organizations must have a faculty advisor appointed by the university administration. Faculty advisors/sponsors are the representatives of the administration and have full authority to regulate activities in accordance with the policies published in this handbook and the principles of the university.

ALUMNI ASSOCIATION

The principal objective of the Alumni Association of Southwestern Adventist University is to mobilize the full strength of the organized alumni in support of the educational program of the university in all its scholastic, spiritual, and practical manifestations. All graduates and former students of Southwestern Adventist University are automatically members of the Alumni Association.

FILMS FOR ENTERTAINMENT

All films/videos shown on campus must be approved by the VP for Student Services. If a film is not rated G, then a preview will be necessary prior to **SHOW DATE**. You will need to provide a copy of the video to the Chair of the Social Committee for preview.

Also, films/videos shown on campus for social occasions must be licensed for public showing.

This means that videos cannot be rented from local video stores, but need to be rented from sources licensed for public showings. The University Bookstore has film rental catalogs from these sources.

GENERAL REGULATIONS ON STUDENT CONDUCT

Southwestern Adventist University recognizes your rights as an adult pursuing an education. Just as a student does not lose citizenship rights upon enrolling at Southwestern, the student also does not become immune to societal obligations and laws or the responsibilities of daily living in a broader society. In general, the behavioral norms expected of the university student should be:

- common decency and decorum.
- recognition of and non-infringement upon the rights and property of others.
- honesty in academic work and all other activities.
- observance of local, state, and federal laws.

By attending Southwestern, you assume certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purposes of the university. Student conduct, therefore, is not considered in isolation within the university community but as an integral part of the educational curriculum. All students are expected to know and abide by this code of student conduct. Ignorance is not an excuse.

DRESS

We expect that the university community will uphold the Fundamental Belief # 21 as it pertains to dress standards.

Fundamental Belief # 21: "We are called to be a godly people who think, feel, and act in harmony with the principles of heaven. For the Spirit to recreate in us the character of our Lord, we involve ourselves only in those things which will produce Christian-like purity, health, and joy in our lives... While recognizing cultural differences, our dress is to be simple, modest, and neat, befitting those true beauty does not consist of outward adornment, but in the imperishable ornament of a gentle and quiet spirit.

University attire excludes the following:

- **immodest one or two piece swimsuit**
- **low cut or bare midriff blouses, shirts that are sheer or any tight or loose clothing worn in a way that exposes undergarments or intimate body parts (back, chest, abdomen, etc.)**
- **jewelry (with the exception of wedding/engagement rings)**

ENTERTAINMENT

In the selection of music, reading material, films, videos, television viewing, and other forms of private or public entertainment, students are expected to exercise Christian discernment and to choose that which is uplifting, educational, and in harmony with the biblical standards outlined in Philippians 4:8.

“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.”

FIREARMS

The possession or use of firearms or pneumatic guns by students on university property is prohibited.

DRUG/ALCOHOL POLICY

1. Southwestern Adventist University adheres to the philosophy that true education is the harmonious development of the physical, mental, social, moral, and spiritual powers. The university is committed to providing an environment that is conducive to learning, positive thinking, and healthful living.
2. Drug and alcohol use/abuse is pervasive in society today. The devastating physical, psychological, and economic consequences of such practices are well documented. Southwestern Adventist University, though not immune to these problems, has dedicated itself to be a drug and alcohol free community by maintaining policies which prohibit the use of such substances. As a method of prevention, drug dogs may be used at random in campus housing and parking lots.
3. Southwestern Adventist University is committed to the position that students who enroll here do so because they expect to live and

function in a drug-free environment. Each student and staff member has a personal responsibility to sustain such an environment by abstaining from the use of tobacco, alcohol and illicit drugs. The university will initiate a program of prevention, education, intervention, counseling referral, and rehabilitation as a means of achieving this goal.

4. Students suspected of being under the influence of alcohol and/or drugs may be required at the discretion of the Residence Hall Dean or the VP for Student Services, to be tested with a Breathalyzer for alcohol consumption. The student will choose to either comply with the testing or withdraw from school.
5. A student who recognizes his/her need for help in overcoming an alcohol or drug related problem is encouraged to talk with the Director of Counseling for an initial screening. The student then may be referred to an approved external chemical dependency counseling agency where his/her involvement with drugs and/or alcohol would be analyzed. An appropriate recovery program would then be negotiated between the student and the agency counselor. The university may **not** take disciplinary action against any student who **voluntarily** refers himself/herself to a counselor.
6. Students whose use of drugs and/or alcohol is brought to the attention of the Discipline Committee and who are not asked to withdraw will be required to take the following actions:
 - A. Make and keep an appointment with the Director of Counseling.
 - B. Undergo a written alcohol/drug assessment with an approved substance abuse professional.
 - C. Notify his/her parents of this problem.
 - D. Sign a release of confidentiality with the Director of Counseling.
 - E. Develop a written behavioral contract in consultation with the Director of Counseling and Discipline Committee Chairperson. Students who subsequently violate their behavioral contract will be referred back to the Discipline Committee.
 - F. Each student needs to be aware that the use/abuse of alcohol and drugs is controlled by local, state, and federal law. An appendix listing the current relevant laws will be disseminated to students each year as required by the Department of Education.

- G. Students who violate statutory laws relating to such matters as providing alcohol for minors or selling and/or distributing drugs should be prepared to face criminal prosecution as well as separation from the university program.
- H. Any student who is convicted of any drug related offense is required to notify the VP for Student Services within five days of that conviction. The student may sustain the loss of government financial aid as an additional consequence of such a conviction.

SEXUAL HARASSMENT

In 1986 the U.S. Supreme Court handed down a landmark decision in the area of sexual harassment - Meritor Savings vs. Vinson - establishing critical mechanisms that organizations need to have in place before allegations of sexual harassment occur. These mechanisms are:

1. The university must communicate to students an established policy relating specifically to sexual harassment.
2. The policy must include a grievance procedure that enables students to report alleged harassment.
3. The university must investigate all complaints promptly, keeping all information confidential.
4. Disciplinary action must be swift and appropriate to the misconduct.

The university has adopted the following sexual harassment policy, derived from a model prepared by Risk Management Services of the General Conference.

1. **Personal Conduct:** Students of the university are to exemplify the Christ-like life and should avoid all appearances of wrong doing. They should not for one moment indulge in sexual behavior that is harmful to themselves and others and that cast a shadow on their dedication to the Christian way of life.
2. **Mutual Respect:** Students should respect and uplift each other. They should never place another student in position of embarrassment or disrespect due to sexual overtones. To do so would be a violation of God's law and the law of the land which protects human rights in the workplace.

3. **Definition:** Title VII of the Civil Rights Act (1964), administered by the U.S. Equal Opportunity Commission, has issued guidelines defining sexual harassment as follows:
 - a. Unwelcome sexual advances, request for sexual favors, and the other verbal or physical contact of a sexual nature constitute sexual harassment when either:
 - i. Submission to such conduct is made wither explicitly or implicitly a term of an individual's status.
 - ii. Submission to or rejection of such conduct by an individual is used as the basis for academic decision affecting such individual.
 - iii. Such conduct has the purpose or effect of unreasonable interfering with an individual's performance or creating in intimidating, hostile, or offensive academic environment.
 - b. Specific examples of the above-mentioned sexual harassment/misconduct guidelines may include but are not limited to the following:
 - i. Verbal harassment or abuse (e.g. degrading comments, propositions, jokes, etc.);
 - ii. Subtle pressure or requests for sexual activity;
 - iii. Unnecessary touching of an individual (e.g. patting, pinching, hugging, repeated brushing against another person's body, etc.)
4. **Environment:** The university recognizes its responsibility to all students to maintain a learning environment free from sexual harassment, and endeavors to achieve this environment through prevention by informing all students that sexual harassment violates the law and is strongly disapproved of by the university, by developing appropriate sanctions and by informing all students of their right to raise the issue of sexual harassment.
5. **Reporting Incidents:** Sexual harassment at the university will not be tolerated in any form. If any student encounters such treatment from any university employee or fellow student, the following steps should be taken immediately:
 - Any incident between faculty and staff should be reported to the VP for Financial Administration.

- Any incident between a student and faculty/staff should be reported to the VP for Student Services and/or VP for Academic Administration.
 - Any incident is between students should be reported to the VP for Student Services.
6. **Process:** For a more detailed explanation, please refer to the online version of the Student Handbook.
 7. **Third-Party Reports:** All students who are aware of incidents of sexual harassment are responsible for reporting such incidents to the VP for Student Services for investigation.

DISCIPLINE

So that there will be no misunderstandings, Southwestern Adventist University lists below offenses which may be cause for dismissal:

1. Willful undermining of the religious principles or living in disharmony with the ideals of the institution.
2. Using profane language, indulging in lewd conduct or suggestions, possessing or displaying obscene literature, pictures, or materials used for immoral or illegal purposes, including Internet access.
3. Using narcotics, tobacco, controlled substances (including marijuana), or alcoholic beverages in any form, or having them in one's possession, or allowing their use in one's room or automobile.
4. Stealing, lying, cheating, and willful deception and dishonesty regarding violation of university regulations or any other phase of university work or business.
5. Being in the halls or in the rooms of the residence hall of the opposite sex without permission
6. Inappropriate sexual relationship with members of either sex outside of marriage.
7. Entering and leaving university buildings by any means other than the regular entrances.
8. Duplication of university keys, tampering with locks on university property, or breaking or entering into any building on campus in an unauthorized manner.

9. Unauthorized or abusive access or use of any computer files, accounts or resources.
10. Attending bars, night clubs, etc.
11. Possession of firearms or fireworks and/or the firing or exploding of the same, including the "homemade" variety.
12. Setting off a false fire alarm.
13. Violation of any criminal law. This statement is effective even if suspended sentence is imposed, probation is granted, or charges dropped for the convenience of the government.
14. Failure on the part of a student to conform completely to the stipulations of any discipline which has been administered.
15. Being in a coed group overnight or most of the night without permission or without a sponsor.
16. Attempted suicide.
17. Behavior disruptive of the others, perceived as being disorderly and/or obnoxious.
18. Verbal harassment.
19. Sexual harassment in any form.
20. Staying out of the residence halls without permission all or part of the night after closing time.

Disciplinary Actions

Disciplinary actions by the university administration and faculty/staff normally fall into the following categories based on the seriousness of the infraction of university regulations.

1. **Warning:** Cautionary admonition given either verbally or in writing by a faculty/staff member.
2. **Censure:** Written reproof for an infraction, which becomes a part of a student's record, with a copy sent to the parents.
3. **Citizenship Probation:** Disciplinary status indicating that a student may be dismissed for continued or repeated misconduct. As a rule, parents are notified of this action.

4. **Suspension:** Exclusion from the university for a limited period.
5. **Termination at End of Semester:** Actual dismissal, but with permission to complete courses in progress provided the semester is relatively near its close and provided the student's conduct is acceptable during the interim.
6. **Dismissal:** Immediate exclusion from the university for an indefinite period.
7. **Fines:** A violation of a university rule or regulation of conduct which necessitates replacement or repair of university property may be disciplined by a fine plus the cost of parts and labor.
8. In addition to university discipline, criminal charges will be pressed for criminal actions against university personnel or property.

Notification of Parents

Parents or legal guardians will also be notified regarding any violation of any Federal, State, or Local law, or of any rule or policy of SWAU governing the use or possession of alcohol or a controlled substance if the student is under the age of 21, and SWAU determines that the student has committed a disciplinary violation with respect to such use or possession.

Readmission

All records of conferences, censures, etc., regarding disciplinary matters are reviewed at the close of each semester to determine a student's eligibility for readmission into the university for the next term. Usually censures and other negative items in a student's citizenship record on file are not a basis of the recommendation forwarded to the admissions committee (or to another institution) if that particular item is not a major offense or is an isolated out-of-character incident, with no recurring pattern in combination with other citizenship problems. Degrees of discipline (items three through six above) are of major significance, however, and are, as a rule, included in the citizenship recommendation forwarded to any other institution to which the student applies.

Disciplinary Procedure

During the disciplinary hearing, the perpetrator and the victim are entitled to the same opportunities to have relevant witnesses present during the hearing. The Discipline Committee must make known to the perpetrator, as well as the victim, the final determination and any sanction that is imposed against the perpetrator. When a student is in violation of the university policy, the following sequence may take place:

1. The student is counseled by the appropriate faculty/staff members.

2. The student is given a hearing before the Discipline Committee composed of the staff and faculty members. This committee is chaired by a faculty member.
3. Appropriate disciplinary action will be rendered by the committee.
4. In most cases, the decision will be communicated to the student by the committee, in special cases by the VP for Student Services.

Appeals Procedure

A student may appeal disciplinary actions imposed by the Discipline Committee. To appeal any decision, the student must submit a written appeal to the VP for Student Services stating the basis for the request. This must be based on new information not previously presented to the Discipline Committee. The VP for Student Services will make a decision to deny the request or approve it to go before the Appeal's Committee.

Effect of Disciplinary Actions Upon Grades

Southwestern Adventist University attempts to separate the effect of a disciplinary action from the academic grades and achievement of an individual. However, an individual who becomes involved in activities requiring that disciplinary action be applied will suffer the subsequent consequences in a number of areas. For example, absences caused by a suspension would naturally affect scholastic achievement. If a student is dismissed before the end of a semester for gross or continued misconduct, the student will not have completed the work for the semester and thus will be given a grade of "W".

A student's citizenship rating is a very important part of his/her university record and he/she should keep it untarnished. It is an important part of the recommendation to prospective employers and professional schools.

GRIEVANCE POLICIES

Academic Grievance Policy

Students who believe they have an academic grievance should follow this procedure:

1. The student should discuss his or her grievance with the instructor involved no later than two weeks after the incident.
2. If the grievance is not resolved to the student's satisfaction, he or she should submit a written statement to the department or program Chairperson no later than one month after the occurrence. The Chairperson will then speak with the instructor involved and reply in writing to the student within one week of receiving the student's written statement.
3. If the student is not satisfied, he or she can request that all materials concerning the grievance, including the written statement to the department or program Chairperson and that person's reply, be given to the Vice-President for Academic Administration. The Vice-President for Academic Administration will then review the grievance materials and return a written decision within two weeks.
4. In the event that the student wishes to appeal the Vice-President for Academic Administration decision, he or she may submit a written formal request to the Academic Policies Committee. The decision of the Academic Policies Committee will be final.

Student Services Grievance Policy

A student who feels that he or she has been treated unfairly or unjustly by a faculty member of the university with regard to an academic process has the right to appeal according to approved procedure. Specific grounds for an appeal include one or more of the following occurrences: (1) that a computational/recording, or other technical error has been made but has not been acknowledged by the instructor; (2) that the grade has been assigned in an arbitrary, capricious, or vindictive manner, or in a manner intended to inappropriately manipulate or control the student; (3) that the assigned grade does not reflect the grading criteria in the course syllabus; or (4) that published department policies have not been followed.

Initial Appeals Procedure

1. To initiate the appeal procedure, the student must talk with the course instructor for explanation/review of the decision within three (3) University days of the occurrence. (University days are defined as

time during the fall, spring, or summer semester that the academic programs is in session from registration through final exams).

2. If the problem is not resolved within two (2) University days of talking with the course instructor, the student must obtain an Academic Appeals Review Form from the course instructor's department chair. The chair has two (2) University days to respond to the student. This completes STEP I on the Academic Appeals Review Form.

3. If the problem is not resolved, the student has two (2) University days from the receipt of the chair's decision to contact the Academic Vice President, providing the written summary of the complaint and the academic appeals review form. Within two (2) University days the Academic Vice President will provide a written decision. This completes Step II on the Academic Appeals Review Form.

Formal Appeals Procedure

If the problem is not resolved with the decision of the Academic Vice President, the student may file a formal grievance. A formal grievance is a serious matter and should be done with careful consideration.

Within two (2) days of the Academic Vice President's decision, the student must request in writing to the Academic Vice President a formal hearing before the Grievance Committee, an ad hoc subcommittee of the Academic Policies Committee. The Grievance Committee will meet within three (3) days of the request to hear the student's case and will issue a decision which will constitute final action by the university. This completes STEP III on the Appeals Review Form.

Withdrawal of Grievance

At any time during the grievance procedure, the student may withdraw the complaint. Additionally, missing a deadline or failure by the student to appear for any scheduled hearing without prior notification or evidence of extenuating circumstances, shall constitute final action by the university.

Matters not Grievable

University policies, regulation or procedures adopted by the university/ and or the Board of Trustees are not subject to the grievance

process. Students may request discussion and recommend changes to such policies, but this dialogue is advisory and not grievable.

For academic policy and procedures appeals:

1. Registrar
2. Vice President for Academic Administration
3. Academic Policies Committee

Financial Grievance Policy

Students who believe they have a financial grievance should follow this procedure:

1. The student should appeal in writing to the Business Office or Student Financial Services no later than two weeks after the incident which prompts the grievance.
2. If the financial grievance is not resolved to the student's satisfaction, he/she should submit a written statement to the Vice-President for Financial Administration no later than one month after the occurrence. The Vice-President for Financial Administration will consult with the Business Office/Student Finance/Financial Aid Office and reply in writing to the student within one week of receiving the student's written statement. The decision of the Vice-President for Financial Administration will be final.

Sexual Discrimination Grievance Policy

1. If a student considers that any policy or practice of Southwestern Adventist University or any decision made by a teacher, work supervisor, or administrator constitutes discrimination against him/her on the basis of sex, he/she shall immediately give notice of an alleged discrimination to the Vice-President for Academic Administration.
2. If, in the opinion of the complainant, the discrimination continues beyond a reasonable length of time, he/she shall notify the Vice-President for Academic Administration in writing. Upon receipt of such notice, the Vice-President for Academic Administration shall appoint a committee of at least four (divided equally between students and faculty, male and female) to investigate the complaint. As soon as the committee reports its findings to the Vice-President for Academic Administration, he/she shall report these findings and his/her decision to the complainant in writing.
3. Appeal may be made to the President of the University.

4. If the complainant feels that an unreasonable length of time has lapsed or that the decision of the President does not remove the alleged discrimination, he/she shall notify in writing the Chairman of the Board of Trustees. The executive committee of the board shall, at the request of the Chairperson, investigate the complaint and report to the Board of Trustees, whose decision shall be final.

CRIME PREVENTION AND EDUCATION PROGRAMS

Reporting Crimes and Emergencies

Report all campus crimes and emergencies to the Dean of Men, the Dean of Women, Campus Security, or the VP for Student Services. Dial "0" for campus security, 911 for police, medical, or fire assistance. If warranted, the local police will be notified immediately.

The Deans of Men and Women, Campus Security, and the VP for Student Services will have Campus Crime Report Forms. If appropriate, one copy of each report will go to the local police, one copy will go to the residence hall dean, one copy to Campus Security, and one copy to the student's file.

Crime Education

Programs will be used to publicize campus security procedures and practices, and encourage students and employees to be responsible for their own security and the security of others. At least one assembly program during the year and one semester Residence Hall worship time will be devoted to crime prevention, which may include the following: campus security, fire safety, car safety, and forcible and non-forcible sex offenses. Programs to promote awareness of rape, acquaintance rape, and other sex offenses will be included.

Additional methods of crime prevention include: weekly Residence Hall Assistants meetings and notices in the weekly Residence Hall newsletters and other on-campus publications.

Sanctions

Sanctions imposed by the Discipline Committee can range from warnings to dismissal following on-campus disciplinary procedure. (Please refer to Disciplinary Actions under Disciplinary Procedures in this handbook).

Reporting Procedures

Please report sex offenses to a residence hall dean, faculty member, VP for Student Services, or Campus Security. All evidence from the offense is very important and needs to be preserved. Contact a residence hall dean or VP for Student Services for specific instructions. It is the student's option to notify proper law enforcement authorities, including local police. The student may

choose to have assistance from a residence hall dean or the VP for Student Services in notifying police.

Counseling Services

The residence hall deans or VP for Student Services will assist sexual assault victims in obtaining counseling services. These services may be temporarily on campus, but most likely from off-campus counselors. The student is responsible for any counseling costs incurred.

Academic and Housing Assistance

Victims of an alleged sexual assault may contact the VP for Student Services office for assistance in changing their academic and living situations. These changes must be reasonably available.

CAMPUS VEHICLE CODE

The use of a motor vehicle by a student is considered a privilege rather than a right. This privilege may be suspended temporarily by the residence hall deans or any administrative officer, and permanently or temporarily at the discretion of the Discipline Committee.

Section I - Car Privileges

Southwestern Adventist University is not responsible for any consequences resulting from the lending or borrowing of motor vehicles of students.

Section II - Licensing and Insurance

Inspection and insurance of the motor-driven vehicle:

- a. It is the responsibility of the owner or driver of the motor-driven vehicle to insure that the vehicle is properly licensed under Texas state laws. Normally, an out-of-state license is valid as long as the individual maintains his/her student status.
- b. Students who use automobiles for university-sponsored functions must carry liability insurance.

Section III - Campus Traffic Regulation

All vehicles must be operated in accordance with state and local laws, as well as campus regulations. The following guidelines must be followed:

1. Observe posted speed limits on campus.
2. No parking in yellow painted zones, on the grass, sidewalks, or other restricted areas. Vehicles illegally parked will be towed.

3. Motor driven vehicles including motorcycles and motorbikes except service vehicles are not permitted for intra-campus use.
4. Vehicles with expired registration or inspection more than 30 days out of date will be towed from university property.
5. For the safety of students only authorized vehicles are permitted on the campus sidewalks.

Section IV - Fines for Violations

1. Fines are assessed by the Campus Security Director and collected by the security office or business office.
2. Parking violations are subject to a fine of \$25.
3. The fine for driving on grass or sidewalks is \$25.
4. Repeated violations may cause loss of car privileges and violators will be liable for any towing charges.
5. Grades and Transcripts will be withheld if fines are not paid.

Section V - Violations of Traffic Regulations

Violations of state or local traffic regulations resulting in fines or other court-determined actions coming to the attention of the university officials may result in loss of car privileges at the university.

A student who operates a vehicle voluntarily gives permission under the vehicle policy, to the police in the area to report to the university administration.

Section VI - Damage, Loss, or Theft

Southwestern Adventist University is not responsible for damage, theft, fire loss, or any other loss sustained to any vehicle on or off the university property. Neither does the university assume liability for damages caused by such vehicles. To purchase personnel insurance please see your respective dean.

ID CARDS

All students attending one or more courses on the campus of Southwestern Adventist University are processed for I.D. cards. Photos are taken on registration day and at other times at the Information Technology Services (ITS). Valid cards are used:

- a. to gain admittance to social, cultural, and athletic events on campus.
- b. to check out books in the library.
- c. to be presented at the cafeteria for meals.
- d. to be used as proof-of-identity for access to personal records and information.

Replacement cards cost \$10.00. Misrepresentation of I.D. cards or use of a card not belonging to the student will result in referral to the Discipline Committee and may also be a prosecutable violation of State and Federal Law.

GENERAL INFORMATION

BULLETIN BOARDS

For information in the following areas check:

Academic and Administrative Notices	Findley Building
Advertisements	All Buildings
Dean's List	Findley Building
Library Notices	Chan Shun Centennial Library
Job Notices	Chan Shun Centennial Library/Findley Building
Intramurals	All Buildings
Student Activities	All Buildings
Campus News	http://local.swau.edu

* Please consult the appropriate departmental boards for information and special notices.

LOST AND FOUND

The general Lost and Found is located at Campus Services at Ext. 6240. For items left in the residence halls, the gymnasium, and the library, check with these offices first, before checking with Campus Services.

INFORMATION TELEPHONE DIRECTORY

The following is a list of personnel that may be of help to you:

Main Number 817-645-5921
1-888-732-7928

OFFICERS OF ADMINISTRATION

President Ext. 6201
Dr. Eric Anderson

Vice-President for Academic Administration Ext. 6211
Dr. Benjamin McArthur

Vice-President for Financial Administration Ext. 6714
Larry W. Garrett

Vice-President for University Advancement Ext. 6232
Gary Temple

Vice-President for Student Services Ext. 6719
David Knight

Vice-President for Spiritual Development Ext. 6778
Dr. William Kilgore

Vice-President for Enrollment Ext. 6494
Keith Gray

ADMINISTRATION OFFICES

Accountant Ext. 6271
Sharon Wicker

Alumni Relations Director Ext. 6232
Beverly Mendenhall

Assistant Director of Development Ext. 6628
Karla Dechavez

Assistant Financial Aid Director Ext. 6595
Sandie Adams

Assistant Registrar Ext. 6270
Lorena Marin

Assistant Student Accounts Director Jerry Potter	Ext. 6251
Assistant Vice President for Financial Administration Greg Wicklund	Ext. 6743
Assistant Vice President for Student Financial Services Patricia Norwood	Ext. 6761
Associate Academic Dean, Registrar, Director of ADP/Admissions Dr. Robert Gardner	Ext. 6205
Associate Director of Admissions and Records Diem Dennis	Ext. 6252
Cashier Edna Yanez-Perez	Ext. 6300
Chaplin Ms. Islem Matthey	Ext. 6636
Director of Client Services Kip Bowser	Ext. 6406
Director of Database Application Services Italo Osorio	Ext. 6280
Director of Enrollment Tina Bottsford	Ext. 6408
Director of Information Technology Services Charles Lewis	Ext. 6720
Director of Marketing and PR Jessica Lozano	Ext. 6629
Director of Planning/Special Services to the President Dr. Tom Bunch	Ext. 6207
Librarian Cristina Thomsen	Ext. 6732
Network Administrator Robert Thompson	Ext. 6404
Student Accounts Advisor Duane Valencia	Ext. 6533

Systems Administrator
Eder Marski

Ext. 6407

Technical Services Librarian
Marsha Rasmussen

Ext. 6603

Telecommunications Manager
Uriel Rogers

Ext. 6405

STUDENT ASSOCIATION OFFICERS

President
Esther Portes

Ext. 6292

Religious VP
Fausto Smith Castillo

Ext. 6253

Social Vice-President
Chinyere Ukegbu

Ext. 6569

Mizpah Editor
Kelsey Workman

Ext. 6569

Status Editor
Priscilla Perez and Derlune Saintvil

Ext. 6530

Vice-President
Janet Garcia

Ext. 6569

Financial VP
Yan Lang

Ext. 6569

Senator at Large
Adenike Adefuye
Valerie Serna

Ext. 6569

Secretary
Raisa Bryan

Ext. 6292

Sponsors
David Knight and Lorena Marin

MISCELLANEOUS

University Bookstore

Ext. 6795

Business Office

Ext. 6482

Intramural	Ext. 6528
Cafeteria (Front Desk)	Ext. 6298
Radio Station (TBA)	Ext. 6788
KGSW 31 Television Station	Ext. 6764
Library—Front Desk	Ext. 6242

WOMEN'S RESIDENCE

Dean of Women Mrs. Janelle Williams	Ext. 6510
Assistant Dean of Women Ann Marie Jobity	Ext. 6510

MEN'S RESIDENCE

Dean of Men Mr. James The	Ext. 6260
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LEGAL NOTICES

Title IX

In compliance with Title IX of the Education Amendments Act of 1972, Southwestern Adventist University announces that the president of the university is the official responsible for coordinating efforts to comply with the Title IX regulations and investigating any Title IX complaint. Send inquiries to the Office of the President, Southwestern Adventist University, Keene, Texas, 76059. Telephone: (817) 645-3921.

Student Right-to-Know

In 2007-2008 the completion or graduation rate for students who entered Southwestern Adventist University in the fall of 2002 was 46%. In 2008-2009 the returning rate for first-time freshmen who entered Southwestern Adventist University in 2007-2008 on a full-time basis was 65%. For further information contact the Records Office.

STUDENT SERVICES RECORDS

The Student Services of Southwestern Adventist University takes very seriously each student's right to privacy and confidentiality.

Student disciplinary records are kept in an electronic file by the chair of the Discipline Committee. Copies of the letters are kept on file in the office of the Vice President for Student Services. Letters involving suspension or dismissal are placed in the student's permanent file kept in the records office.

Health records are kept in the office of the Health Services nurse in a locked cabinet. This information is only released to other health care providers and at the request of the student.

The Counseling and Testing Center maintains very few records. Appointments are recorded on a secure computer file, and only the general nature of the appointment is logged. Counseling sessions are not recorded or documented. Any records of students, including test results, are stored in a locked file cabinet. Upon entering into a counselor/client relationship, every student is informed of the "limits of confidentiality." Everything shared in a counseling session is confidential under the limitations of the law.

Your role on institutional decision making

Southwestern Adventist University students play an important role in the decisions made by the university. The Student Association President is an invitee to each Board of Trustees meeting. The Student Senate discusses and votes on issues to be sent to the Administrative Council for consideration. This process is facilitated by the Vice President for Student Services. The Student Association Vice President is a member of the Academic Policies Committee,

which discusses and votes on academic issues. This committee is composed of the department chairs, librarian, distance education director, registrar, and the director of the honors program. For fifteen of the campus committees, which include the Campus Life Committee, student representation is part of the structure.

Non-Discriminatory Policy

Southwestern Adventist University is a coeducational institution of higher learning established by the Seventh-day Adventist Church as an instrument essential to the fulfillment of its teaching ministry.

The university is committed to equal education and employment opportunities for men and women and does not discriminate on the basis of race, color, sex, disability, or national origin among its students or employees or among the applicants for admission or employment.

It is the policy of the university to admit students of any race or sex to all the rights, privileges, programs, and activities generally accorded or made available to students, and to make no discrimination on the basis of race or sex in the administration of educational policies, applications for admission, scholarship or loan programs, or athletic or extracurricular programs.

The university is not equipped in all areas for the handicapped. However, efforts will be made to help those needing assistance, if feasible.

The university believes the interpretation and implementation of all government laws and regulations are subject to constitutional guarantees against unreasonable entanglement with or infringement on the religious teachings and practices of the Seventh-day Adventist Church.

Inquiries should be directed to the president, Southwestern Adventist University, Keene, Texas, 76059. Telephone: (817) 645-3921.