

# OHIO CHRISTIAN UNIVERSITY

## Community Handbook

Revised  
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The Ohio Christian University Community Handbook may be revised by action of the OCU Board of Trustees or the President's Administrative Council. Changes or revisions become effective immediately upon general notification to the Student Body by the method selected by the VP of Student Development. All changes are subject to approval by the Board of Trustees.

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CHAPTER I  
UNIVERSITY OBJECTIVES

MISSION STATEMENT

Ohio Christian University prepares students to serve effectively in the church and society by providing holistic, Christ-centered, biblically integrated education in the Wesleyan tradition.

GENERAL UNIVERSITY OBJECTIVES

Upon graduation from Ohio Christian University the student should:

1. Exhibit a commitment to holy living under girded by an understanding of Wesleyan holiness theology.
2. Possess career goals in accord with one's calling in life with special attention given to ordained and lay ministries.
3. Demonstrate a commitment to ministering to the spiritual, physical and social needs of others.
4. Affirm the Bible as the only infallible guide for Christian faith and practice.
5. Embrace a Christian world view predicated on a working knowledge of contrasting philosophical and religious views.
6. Exhibit college-level competency in core general education subjects requisite for life-long learning.

## UNIVERSITY LIFESTYLE STATEMENT

Ohio Christian University believes that our total life is to bring praise and honor to our Lord Jesus Christ. This statement is the general guide for lifestyle concerns for the entire University Community.

1. We believe that the Word of God is the inerrant revelation for Christian faith and personal behavior and the Lordship of Christ in the life of the believer is the guiding principle for the University Community.
2. To "love the Lord with all your heart and your neighbor as yourself" (Luke 10:27), is both a demanding and privileged responsibility. This unselfish, Christ-like love can be the motivation for lifestyle and certainly is the evidence of holiness and sometimes requires setting aside certain personal rights for the good of the community. Respect for authority is a natural result of this commitment.
3. The ideals of holy living require that members of the community practice discretion and restraint in the choice of entertainment, use of leisure time, and associations with others, socially and in organizations. (I Cor. 10:31) In response to Divine truth, certain practices are forbidden by Scripture and others require restraint and control to avoid offense and harm to the Body.
4. Attitudes such as greed, jealousy, pride, lust, bitterness, covetousness, hostility, an unforgiving spirit, and prejudice based on race, sex, or socioeconomic status are condemned by scripture. Therefore the University Community seeks to eliminate these attitudes as evidenced in speech and action and to see them replaced by godly attitudes appropriate to the mature Christian. (Philippians 2: 5-7)
5. OCU has chosen to adopt certain practices that contribute to an environment appropriate to its mission and goals. We are advised to occupy ourselves with virtuous pursuits. Right thinking about the noble things in life lead to godliness in thought, speech, and action. (Philippians 4:8)

## CHAPTER II

## SPIRITUAL LIFE

Spiritual life is a priority at OCU. We believe that private and public worship are necessary for full spiritual development and are a vital element in your Bible College education.

### OBJECTIVES:

After a semester of OCU Spiritual Formation, a student, faculty or staff member should...

#### **Know:**

- there are a variety of ways that God can be experienced and worshiped.
- the reality of God's presence in our lives.
- the fact of sins forgiven and the Holy Spirit's heart cleansing power in personal relationship with Christ.
- that spiritual formation is a life-long process.

#### **Understand:**

- it is not necessary to choose between faith and reason.
- there is the necessity to integrate faith with everyday life in a Christian world-view.
- the college is a community of believers who are responsible to each other for spiritual growth and development.

#### **Be Empowered:**

- to utilize methods modeled in chapel and in small groups in one's personal ministry.
- to engage in meaningful field ministry and other ministry opportunities.
- to be a better Christian, student and citizen.

### **UNIVERSITY CHAPEL**

Chapels are held regularly on Tuesday, Wednesday, and Friday with some special chapel events held on Thursday.

College chapel is the time for the entire college community to meet together in a structured time of worship. This time is the integration point of spiritual, academic and community life.

#### **Spiritual Formation Credits**

All residential students are required to achieve required spiritual formation credits regardless of academic hours for the fall and spring semester. Commuter students enrolled for twelve or more hours in the fall and spring semesters are required to earn chapel credits. Commuting students that do not attend classed everyday are required to earn credits based on their days of attendance and their class schedule. If a commuter student does not fall into the 35 credits required category, they must complete a Chapel Exemption form at the Student Development Office to gain an exemption from the full 35 required. Commuters will be required to earn credits based on the days they have

class directly before or after chapel. This form must be submitted within ten (10) days of the beginning of the semester and is not official until written approval is returned to the student. Application may be made as soon as the student's schedule is set for the semester. Post Secondary students are not required to earn credits.

Failure to obtain the required credits will result in monetary fines and/or other disciplines.

Students will be notified of their spiritual formation credits through the students' ANGEL platform. Students have FIVE (5) business days from date of absence to appeal the accuracy of chapel attendance records. A cumulative account of credit will be posted at the end of each semester as well as any fines incurred due to failure to meet required credits. There will be no other contact regarding spiritual formation credit status. Students who wish to appeal the accuracy of Corporate Worship credits may do so.

### **SPIRITUAL FORMATION CREDIT REQUIREMENTS:**

Required for all students per semester: **35 credits**

All categories noted below are open for students to choose how they want to earn their credits.

#### **Spiritual Formation Categories/Experiences:**

Category 1 - **Corporate Worship Experiences** Morning chapels, selected evening chapels, spiritually formative programs (1 credit per service)

Category 2 - **Small Groups** sponsored by Student Development (Must have 80% attendance to receive 5 credits: based on 10 scheduled meetings)

Category 3 - **Service** sponsored by organized campus ministries and approved in advance by Student Development (Maximum 3 credits can be earned).

Category 4 - **Mission trips** sponsored by recognized mission organizations and approved in advance by Student Development. (Maximum 3 credits can be earned).

1. Any student that does not meet the credit requirement will be subject to all of the following applicable restrictions:
  - A. Any student that fails to meet the requirement of **35 spiritual formation credits** will be fined \$15 for each credit below 35. Example- 25 of 35 credits earned results in \$150 fine.
  - B. **Earning 18-24 Spiritual Formation Credits** during a semester results in Chapel Probation for the following semester.
    1. Chapel Probation consists of the following:
      - i. Loss of curfew exemption.

- ii. Declared ineligible for intercollegiate athletic participation.
- iii. Declared ineligible to participate in Task Force Teams.
- iv. Declared ineligible to participate in Student Government
- v. Declared ineligible to lead a campus club.
- vi. Declared ineligible to lead chapel worship.

C. **Earning less than 18 Spiritual Formation Credits** during a semester results in DISMISSAL for the following semester.

D. A graduating senior failing to earn at least 19 credits will have their diploma withheld until satisfactory work in spiritual formation assigned by the Student Development staff is completed.

2. To be reinstated to regular status (removed from probation), a student must earn **35 Spiritual Life Credits** in the semester they are serving probation. Failing to do so will result in dismissal for the following semester. A graduating senior on Chapel probation who fails to earn 35 spiritual life credits will have their diploma withheld until satisfactory work in spiritual formation assigned by the Student Development Department is completed.
3. NOTE: Each student will be responsible for keeping record of his/her chapel credits. He/she has the ability to check on the number of chapel credits on the University's designated on-line management tool or at the Student Development Office. Ignorance of the chapel attendance policies or failure to meet chapel credit requirements does not excuse potential assessment of monetary fine or other penalty. Students have FIVE (5) business days following the last chapel of each semester/term to appeal any credit penalties. All fines must be paid before transcripts or diplomas will be released. All fines must be paid at the Student Accounts Office.
4. Chapel make-ups are not permitted or accepted or necessary except for graduating seniors.
5. At the end of each semester, each student is assigned a "grade" for chapel attendance that is listed on the transcript.
6. All requests for consideration of circumstances or other appeals not covered by these guidelines will require action by the Spiritual Formation Committee.

### **Chapel Attendance Check System**

Students MUST have their student ID cards to record their chapel attendance. A student not presenting his or her ID will receive one tardy.

A student will be counted tardy if they arrive at chapel after the service has begun. For

every 4 tardies a student accumulates within one semester, they will have one chapel credit removed from their earnings. Students arriving more than 20 minutes late for chapel or leaving chapel early will not be given credit.

### **Chapel Conduct**

Students are expected to maintain conduct that is appropriate for worship. Inappropriate conduct includes excessive talking and other disruptive behavior, physical contact (PDA), studying, sleeping, using cell phones, etc. Disciplinary action may result.

### **Church Attendance**

Attendance at a local church on a regular basis is an indication of spiritual growth and maturity and is expected of our College family. All resident students are welcome and encouraged to worship at one of the Churches of Christ in Christian Union within the Circleville area.

Regardless of where students attend church, they are expected to participate in activities as part of the Body of Christ and to attend church on a regular basis, especially Sunday School and Sunday church services.

### **DOCTRINAL POSITION**

Ohio Christian University is thoroughly committed to the Wesleyan Armenian interpretation of the Scriptures. This theological position mandates this stance on glossolalia: We accept the Biblical record of glossolalia as reported in Acts and I Corinthians. The gift was given as a means of communication: "Every man heard them speak in his own language" (Acts 2:6). The Apostle Paul considered glossolalia as the lesser of the spiritual gifts (I Corinthians 12:28-31). Since the gift is a manifestation of the Holy Spirit, the gift is not to be sought but is the prerogative of the Holy Spirit. There is Biblical evidence that speaking in tongues is not a prerequisite to the baptism of, or being filled with, the Holy Spirit.

Therefore, Ohio Christian University feels a responsibility to students, parents, pastors, churches, and denominations which send students to us. Consequently, we have adopted the following policies:

1. No student shall engage in the use of "tongues speaking" or "prayer language" in the presence or within the hearing of any other member of the college - faculty, staff, or other student.
2. There must not be any "prayer meetings" or "Bible study" sessions wherein this phenomenon of "tongues speaking" or "prayer language" is encouraged in any housing unit on campus, including dormitories and college housing areas for married students, faculty, or staff.
3. For the sake of harmonious operation of the college, no promotion of this phenomenon by any person enrolled in the college can be permitted on campus. It is preferred that the subject be avoided, and resident students are not permitted to attend any church or religious group promoting or adhering to the practice of "tongues speaking" or "prayer language" unless they are already affiliated with that church.
4. In Christian love, we urge any who cannot walk according to our policies to associate with a school which is harmonious to the student's convictions; a contrary spirit is ground for dismissal.

## CHAPTER III

### SOCIAL LIFE

We believe that an opportunity to develop relationships is a part of education. OCU offers a tremendous opportunity for building friendships with other Christians that you will cherish for the rest of your life.

#### **DATING**

The dating relationship can be one of the most enjoyable and important aspects of university life. It is important, therefore, to be very wise in these decisions regarding relationships maintaining the priority on academic, spiritual and social maturity. All such relationships must be based on biblical principle. This will result in enjoyable, meaningful relationships, and spiritual edification. All students are asked to be cautious about the time spent dating to be certain to devote enough time to study and spiritual growth.

#### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Physical expression of affection should be appropriate to the guidelines of Scripture and the policies of the University. With this in mind, holding hands is the only acceptable public display of affection. Other behaviors, such as excessive body contact, lying with one's head in the lap of another, sitting on the lap of someone of the opposite sex, inappropriate touching to any degree, etc., are considered to be inappropriate and subject to accountability.

#### **ENGAGEMENT AND MARRIAGE**

Some students will make a life-time decision in regard to marriage while at OCU. The time of engagement is an opportunity to be learning of the high Biblical standards for marriage and to be in preparation for married life. Student Development personnel are available for guidance and counseling as desired by the student. Because of the various commitments that student life entails, it is difficult to begin marriage during the school year. Students are encouraged to not do so, but to discuss the issue with the Students Development Office.

#### **MARITAL STATUS**

Marital status will not be a barrier to enrollment at OCU. There are, however, situations which develop that may require guidance under the standard of scripture, the Churches of Christ in Christian Union and/or the University.

## CHAPTER IV

### RESIDENCE HALL LIFE

#### RESIDENCE REQUIREMENTS

OCU is a residential university that believes in the many benefits derived from living in a university residence hall. Therefore, all single students (maintaining at least 9 credit hours per semester) who are not living with immediate relatives are required to live in University provided housing. Furthermore, all residents are required to participate in the University meal plan and sign a Residence Hall contract.

The following individuals will not be allowed to reside in the residence halls without special permission from the Vice President for Student Development:

1. Students who are married.
2. Students 28 years of age or older.
3. Students taking less than nine hours.
4. Post-Secondary Enrollment Option Students.
5. Children.
6. Students who are not receiving any of their twelve hours from the traditional program (example: AIM and Online students)
7. Any student no longer taking classes will not be allowed to remain as a resident in campus housing.
8. Issues 1-8 go into effect fall 2009 for all residence halls.

#### RESIDENCE HALL STAFF

Residence halls are staffed by a Resident Director. The R.D. is essentially the building manager and handles administrative duties as well as disciplinary issues. Additionally, the R.D.'s are there to assist and counsel students on a one-to-one basis as needed.

Resident Assistants work under the direction of the Resident Director. R.A.'s are available to assist students with various needs and to maintain order in campus life. Students are expected to immediately respond appropriately to any directions given by the R.D. or R.A(s).

#### GENERAL RESIDENCE HALL POLICY

##### 1. Room Assignments

The University retains the right to assign students to their particular rooms and roommates. A student has the right to request a particular room and/or roommate, yet the final decisions in these matters are made by the Resident Director.

2. Residence Hall Attire

In view of the possibility of the occasional unexpected guest or visitor coming into the hall, to avoid embarrassment, show personal modesty, and respect for other persons in the residence hall, students are asked to wear a robe when not otherwise properly dressed.

3. Private Rooms

Students desiring a private room must make the request, in writing, on the Residence Hall Contract. Those who are granted a private room will be charged an additional private room fee per semester. Permission will be granted on the basis of individual need, class rank, and available rooms.

4. Keys

Keys will be assigned to the student at the time of check-in/move-in to the residence hall. If a key is lost or damaged, a \$20 fee will be assessed against the student's "damage" deposit. The keys for University facilities are never to be duplicated by students.

5. Room Furnishings

Rooms are furnished with bunk beds, desks, chairs, dresser, closet, ceiling lights, and blinds. These furnishings are not to be moved from one room to another without permission from the Resident Director.

Personal decorations and furnishings must be appropriate to the mission of the University. If certain items are found to be inconsistent with the moral standards of the University, authorized persons may request the items be removed.

The University is not responsible for the loss or damage of personal property of students in any building or on University property. University insurance covers university structures only. (Students belongings may be covered by their parent's homeowners/renters/auto policies. Check with your insurer.)

Occupants of a room are responsible for damage to the room furnishings and structure inflicted either by themselves or others.

Explosives and firearms are not permitted in the resident halls.

No pets are permitted in the residence halls.

## Electrical Devices:

- A. Due to fire codes, care is to be taken when using electrical devices in the rooms. Electric space heaters, halogen lamps, candles & candle warmers, or any appliances with an open heating coil, such as a toaster are prohibited. Extension cords are also prohibited. However, students may have a power strip that is equipped with a surge protector.
- B. TV viewing is a privilege extended to the resident students. However, the University reserves the right to restrict TV viewing in the halls and other Universities facilities.
- C. VCR and DVD units are permitted in the rooms. Videos or DVDs containing pornography, coarse language, adult humor, adult situations, nudity and excessive violence are prohibited (includes ratings of R, NR, X, etc... PG-13 when content listed above is included). Violations will result in disciplinary action which may include forfeiture of viewing privileges and/or confiscation VCR, DVD unit and/or video.
- D. Radios and stereos are permitted, but students are expected to keep the volume down so that the noise does not distract students who live next door or across the hall. If the noise or music can be heard in the hall with the door closed, it is too loud. Earphones are encouraged.
- E. Personal music choice should be consistent with the mission and standards of OCU, which is a Christian campus. Music that contains suggestive or coarse language is not permitted at campus events or in residence halls.

## 6. Inspection

Rooms are inspected weekly. Every room should be orderly and clean at all times, and decorated in keeping with Christian principles. An unsatisfactory room check may result in disciplinary action.

## 7. Search and Seizure

University officials reserve the right to enter a student's room without consent when circumstances dictate. Example of Search and Seize circumstances may include but are not limited to the following:

- A. If it is believed that a federal, state, or university regulation is being violated.
- B. If it is believed that the room contains illegal or immoral items.

C. In the event of an emergency.

8. Residence Hall Common Areas

A. No sleeping in any of the lounge/lobby areas.

B. Books, food, or dishes etc., are not to be left in lounge/lobby, kitchen or other public areas. Items left behind may be discarded or removed to clean the area.

C. People are expected to keep noise at an appropriate level at all times.

Men and women may visit in the main lobbies. Students in violation of visiting or quiet hours will be asked to leave and visitation privileges may be withheld. Students are not permitted beyond the lobby area in the halls of the opposite sex unless special permission has been granted by the Resident Director or Administration.

9. Overnight Guests and Meals

Anyone not currently a resident of the hall is considered a guest. Guests may stay in the hall if arrangements are made in advance via petition with the Resident Director. A guest must be over 14 years old, and need to have a parent sign a waiver of liability. Each student may have an approved guest five nights per academic year. Guest privileges pertain to the same person and/or a combination of persons. Payment is required on the sixth visit. (See R.D. for guest fee amount) No one person may stay in the hall for free more than 5 nights. For townhouses or mobile homes designated as residence halls, residents of other halls are not permitted as overnight guests in these facilities.

Records will be kept in the RA office. Guests must abide by the same regulations as students. Additionally, guests are expected to pay the established price for meals if eating in our dining commons.

Prospective students will be granted free lodging for one (1) night and granted three (3) free meals. Arrangements for lodging and meals must be made through the Admissions Department, and Student Development. Any further lodging must be authorized by Student Development.

Students will be responsible to pay the guest fee and will be subject to disciplinary action if he/she fails to obtain proper approval for guests visit and/or

fails to inform Resident Hall Staff of persons staying in the hall or student's room. It is vital that R.H. staff knows who is in the building each night. When special visitation events take place on the campus, every effort will be made to respect the privacy of the resident student; however we reserve the right to utilize residents' rooms to house visitors during prospective student events as needed.

#### 10. Curfew

Curfew regulations:

*Freshmen:* Midnight on Monday – Thursday, and 1 AM on Friday – Sunday.

*Sophomores:* 1 AM on Monday thru Thursday and 2 AM on Friday, Saturday and Sunday nights. Sophomores can earn Friday night curfew exemption IF they are in good standing socially, in chapel attendance and classroom performance at the end of the sixth week of the semester. At that time, they must make application through the Student Development Office for exemption.

*Juniors and Seniors (& students 21 years of age or older):* Exempt from curfew if there are no social policy violations or disciplinary actions, chapel overcuts (current or previous semester), not on academic probation.

Students are expected to be in their residence hall each evening according to curfew schedule. The clock in the hall lobby is the official time. Students must "sign in" when they are in the residence hall for the night.

Late permission is secured 24 hours in advance from the Resident Directors via petition forms. Unless there is an emergency involving parent, pastors, or illness, verbal late permission will not be given by R.A.'s, R.D.'s, or the Vice President for Student Development.

#### 11. Quiet Time

Enforcement of quiet hour is the responsibility of the residence life staff. During mid-term and final exams a 24 hour quiet time will be observed.

An appropriate quietness is to be maintained at all times. Especially in the resident area where it must be quiet enough for study and/or sleep from 10:00 PM to 10:00 AM.

#### 12. Residence Hall Meetings

For communication purposes all resident students are required to attend residence hall meetings held regularly throughout the year. Permission to be absent is only

given by the R.D. Attendance is taken.

13. Solicitation of Money

Solicitation of money in the residence halls for any reason, (other than those authorized by the University) is prohibited unless approval is given by the Vice President for Student Development.

14. Babysitting

For liability reasons, students cannot babysit children in the residence halls. Children may visit campus if they are under direct supervision.

15. Vacations & Breaks

Prior to leaving, students must complete a Vacation Form which is distributed by the R.A. staff. All students must vacate the hall within by the prearranged time as announced by the Resident Director. Students who work in the University area and need to stay in the hall during short breaks; (Fall Break, Thanksgiving, etc.) may do so with permission. Yet during longer breaks (Christmas and Spring Break), (no one) may stay in the hall.

For Summer Break, students must clear the hall within 24 hours of their last class, graduation or the last day of Summer School, whichever situation applies. (Summer School students will be expected to move to designated rooms.) Rooms must be readied for inspection. Hall clearance forms need to be signed by an R.A. or RD. Summer housing is available only for Summer School students and summer student employees.

**Students returning for a new semester may occupy the halls no more than 24 hours prior to the beginning of classes unless special permission has been obtained.**

Regular university rules are in effect during vacations and breaks except for curfew. All doors will be locked at 11:00 P.M. for security purposes. Rooms will be checked periodically.

**Overnight guests are not permitted during breaks.** Any violation of the rules will receive close review and certain violations may result in the loss of housing privileges.

16. Hall Clearance/Storage

Students are expected to vacate the hall as described in the Vacation Policy. Rooms must be thoroughly cleaned and emptied of all personal belongings, in order to receive back the room security deposit. **No refund of deposit will be given until a completed (signature of student and R.H. Staff) Residence Hall Clearance Form is filed with the R.H. staff and forwarded to the Student Development Office. Failure to comply with the above procedure will result in forfeiture of entire room deposit fee.**

The University is unable to store any personal items. Arrangements should be made with local storage facilities if a student is unable to transport items home.

#### 17. Windows/Screens

Screens are not to be removed from residence hall windows. A \$50 fine will be assessed for violations. Students should report damaged screens immediately to the RD. Cost of replacing missing screens will be assessed to students in the room. Students are not to exit/enter through windows. This action will result in a minimum \$50 fine. In the interest of modesty and propriety, students may not approach the residence hall windows of students of the opposite sex.

#### 18. Residence Hall Services

- A. Laundry Facility
- B. Refrigerator (Moore only)
- C. Vending machines
- D. Telephone Service
  - 1. University phones - Students are not permitted to use university phones without permission.
  - 2. Resident Hall Phones - For local calls, some rooms are equipped with a phone jack, but students must furnish their own phone. All other calls must be toll calls or made with a phone card.

**Charging calls to university phones, accepting collect calls, or giving information to any person leading to this illegal activity (phone fraud) is considered a major violation. Both students**

**and non-students may face criminal charges.**

E. Kitchenette (Moore Hall)

1. All items stored in kitchenette must be labeled with the student's name.
2. Those that use the kitchen must wash and dry their dishes and leave the kitchen neat and clean.

19. Residence Hall Emergencies (Fire/Tornado)

When the **FIRE ALARM** sounds, quickly clear the residence hall using the appropriate exit. (Diagrams are posted.) Once outside, go to the designated meeting place for roll call.

**Tampering with fire alarms, extinguishers and posted emergency information is a federal offense and may result in dismissal.**

If a **TORNADO WARNING** is issued and you are in the residence hall, move to the downstairs hallway near the center stairs, away from windows, close fire doors and remain there until the "all clear" is given.

Emergency drills are held periodically for training purposes and everyone is required to participate.

Other emergency situation procedures are available from the R.D. or Student Development Office.

20. Off Campus Housing Policy

Living off campus as a single student is **a privilege and not a right**. It is granted only to those who are seniors and/or age 21 and older. Exceptions may be granted on a case by case review by the Administrative Council based upon demonstrated maturity or special housing needs.

**An application must be completed, and** permission must be gained from the Administrative Council prior to the semester the student plans to live off-campus.

Single students that are given permission to live off campus are required to adhere to the following regulations:

- A. Maintain a positive Christian witness in all activities, including paying your

bills on time.

- B. Attend church services on a regular basis as described elsewhere in the community handbook.
- C. It is a violation of moral principle to have an over-night guest of the opposite sex in your home. (Family excluded)
- D. Be consistent in maintaining a total lifestyle that is in keeping with scriptural standards of holy living and the guidelines of the Community Handbook.

The Off Campus Housing privilege may be revoked based on any change in the above stated conditions.

**Remember: As long as you are a student at Ohio Christian University you agree to conduct yourself in accordance with the University standards.**

## CHAPTER V

### MARRIED STUDENT LIFE

We believe that the married student, the spouse, and children should be given the opportunity to be involved in the full university experience. The University experience can be very positive for you as a couple and for your family. It must be a team effort and commitment. This will be an experience that will stretch your faith as you allow God to meet your every need.

Be certain to involve your family in the total university experience. There are a number of events you can attend together, such as chapel services, revivals, concerts, sporting events, Christmas parties and other events. Also, spouses are permitted to attend classes with their mates. If you plan to be involved, it will be a growing opportunity for your family.

We also urge that you carefully plan your time spent alone as a couple and family time, as well as maintain a positive financial plan for your family. Married students are encouraged to share their needs with the Vice President of Student Development at any time.

#### MARRIED STUDENT HOUSING

The University has housing available on campus in the mobile home court and townhouses. It is expected that married students and their families will be consistent in abiding by the standards of the University. Parents are reminded that they are responsible for the actions and behavior of their children at all times. The University reserves the right to make periodic inspections of all University housing for proper maintenance and cleanliness.

Those who wish to occupy University housing must be enrolled at OCU for a minimum of 12 credit hours per semester. University housing includes residence hall rooms, townhouses, University owned homes, University owned mobile homes, and privately owned mobile homes on University lots. If a student is completing a 2 or 4 year program, an exception to the credit hour requirement can be made within the semester of completion.

#### STUDENT GUESTS

When single students are guests in the home of a married student or someone else in university housing, the host is responsible for the conduct and whereabouts of the guest. Couples or single students of the opposite sex are not to be in a private home when the host is away. Students should only be in the home of married persons by invitation or consent.

If a campus resident wishes to have a single student or students "house sit" during a vacation, this must be approved by the Vice President for Student Development.

## CHAPTER VI

### STANDARD OF DRESS

The reasonable standard OCU desires to maintain for its developing leaders is a neat and modest appearance which projects self-confidence, maturity and high academic expectations. Scripture (I Cor. 10:31) tells us to do all to the glory of God. Accordingly, we desire to present students as developing professionals to win the confidence of those we seek to serve. Since fashions and apparel fads change constantly, the standard of dress is intended to maintain modesty and also a standard that does not draw attention to one's self or create a distraction or hindrance to members of the opposite gender.

The dress code applies to all campus residents and commuters while on campus when classes are in session and during breaks. Faculty, staff or residence hall personnel are empowered by the University to mandate adjustments on the part of students whose apparel or grooming are considered inappropriate for activities of the University.

#### Regular Attire (For Classroom and Chapel)

Regular attire is the minimum standard to be worn during the class day in keeping with acceptable professional and modesty standards.

Men are to wear casual or dress slacks or jeans, shirts, sweaters or sport coats, and shoes.

Women are to wear shoes with dresses, dress slacks, jeans or skirts, sweaters, shirts, blouses or tops that do not have the potential to reveal the midriff. Skirts and dresses must have hemlines no shorter than two inches above the knee (including split skirts). Capri pants are to be mid-calf in length.

Shirts with writing not consistent with the lifestyle standards of OCU, T-shirts with holes, tank tops, or shorts are not to be worn by either gender to class, chapel or lunch.

All attire is to be pressed, properly fitting, and not excessively worn. Sloppiness in regular attire will not be permitted.

When participating on the platform for Chapel services, ladies must wear skirts, dress slacks or dresses and men must wear collared shirts,.

#### Casual Attire (After classes)

Casual attire may be worn on campus after the noon meal or when the individual student's class day has ended, whichever is later.

Casual attire includes overalls, sweatshirts, t-shirts, sweat suits, or shorts hemmed no shorter than two inches above the knee.

Tank tops, cutaway t-shirts, spandex shorts/tights or boxer shorts are not permitted.

Shorts, sweat suits or tear away warm-ups are not to be worn in classrooms, office areas or chapel at any time. Shorts and sweats may be worn in the library after 3:00 PM. Students may wear appropriate length shorts to evening meals and Saturday brunch. Dirty, ragged, patched, faded clothing, or clothes intended as undergarments are not to be worn outside the residence halls or in their lobbies. Swimwear must be modest (1 piece suits for the ladies). Wear a t-shirt cover-up whenever possible.

### Semi-Formal/Formal Attire

This attire should be worn to designated campus events as directed by the Administration or Student Organizations.

Men's attire should include dress shirt with tie, a coat or sweater, dress slacks and dress shoes. Men are encouraged to wear more formal attire such as tuxedos, suits, or dress jackets to certain campus events.

Ladies dress should be appropriate for Sunday church services. Ladies are also encouraged to wear more formal dress wear for special campus events. Women's gowns should emphasize modesty and not sensuality. Strapless, spaghetti straps, deep open backs, low cut fronts and high slits are not appropriate for these occasions.

### MODESTY Guidelines (for both genders)

In keeping with standards of positive righteousness, students must be aware of the manner in which clothing may occasionally be too revealing. Please take care to wear clothing that does not reveal the upper or lower midriff or undergarments (front or back) at any time.

For example, this type of exposure may become a particular problem when females **OR** males are kneeling at the altar or bending over for any other reason. Students are required to dress in a manner that eliminates this possibility. Tight fitting apparel is often more revealing than is acceptable and should equally be avoided.

### General Guidelines

1. Ladies are asked to use cosmetics and jewelry conservatively. Women's earrings are permitted. Men are not permitted to wear earrings at any time. Nose

rings, nose studs or other jewelry involved with "body piercing" are prohibited for both genders. Students are not permitted to get new tattoos during any semester in which they attend classes.

2. A man's hair may be no longer than the bottom of the ear and may not overlap the collar in the back. Ponytails are not permitted for men. Beards are permitted but should be neat and well groomed.
3. Extremes in hair styles and dye colors that do not occur naturally in humans are prohibited (blue, green, pink, etc.).
4. Hats and caps are not to be worn in Chapel or in the classroom. It is proper etiquette to remove one's hat while eating a meal or during prayer. Please do so.
5. Some student organizations or ministry groups such as choir, travel groups, athletic teams, etc. may require participants to adhere to a more strict code.

## CHAPTER VII

### GENERAL INFORMATION

#### **OFFICE OF STUDENT DEVELOPMENT**

The Vice President for Student Development is the connecting link between the student and the administration, for the purpose of meeting student's needs. The VP, therefore, serves as a counseling point, coordinates residence hall housing, records chapel attendance, coordinates health services, advises Student Council, is a member of the Student Life Committee, coordinates the disciplinary system, and is a member of the Administrative Council.

The Department's staff includes an Administrative Assistant and the following:

**Director of Intercultural Affairs:**

The director is responsible for overseeing intercultural education through events and mentoring.

**Director of Spiritual Formation:**

The director is responsible for overseeing chapel services, the implantation of spiritual formation credits, and leading the Spiritual Formation Committee.

**Director of Student Activities Council:**

The director is responsible for overseeing student activities as well as training and equipping student volunteers to take an active role.

**Associate Dean of Mentoring:**

The Associate is responsible for overseeing the residence halls, housing assignments, training and leading RD staff, and leadership training for RA's and small group leaders.

**Resident Directors:**

Resident Directors reside in the residence hall apartments and are responsible for the administration of the halls, leading the RA Staff, the social activities, discipline on minor matters, and counseling with students. The RD's are under the leadership of the Associate Dean of Mentoring and meet regularly.

**Resident Assistants:**

The Resident Assistants are liaisons between the residence hall and the Vice President for Student Development. They maintain safety, the rules of the hall and work with other personnel to handle any incidents. Their primary duty is to serve the student population of their respective hall.

The RA's, RD's, Associate Dean of Mentoring and Vice President for Student Development work closely together and are supported by the Student Life Committee.

## ACCREDITATION

Ohio Christian University is accredited by The Higher Learning Commission and a member of the North Central Association. OCU also holds accreditation through the Association for Biblical Higher Education.

If a student feels that the University is not maintaining the standards demanded by its accrediting agencies, that student may submit a formal complaint in the following manner:

Academic Issues: 1) To the VP of Academic Affairs. If a satisfactory solution is not found, 2) to the Academic Committee, through the VP of Academic Affairs Office. 3) If a satisfactory solution is still not found, then to the Administrative Committee of the University, through the President's Office.

Social Life Issues: 1) To the Vice President for Student Development. If a satisfactory solution is not found, 2) to the Student Life Committee, through the Vice President for Student Development's Office. 3) If a satisfactory solution is still not found, then to the Administrative Committee of the University, through the President's Office.

University Address: 1476 Lancaster Pike, Circleville, OH 43113  
Vice President for Academic Affairs: (740) 477-7722  
Vice President for Student Development: (740) 477-7761  
President's Office: (740) 477-7713

If further action is desired, students may contact the agencies at:

Higher Learning Commission / NCA  
Phone: (800) 621-7440  
Web Site: [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

Association for Biblical Higher Education  
P.O. Box 780339  
5890 S. Semoran Blvd.  
Orlando, FL 32878-0339

Phone: (407) 207-0808  
Email: [exdir@abc.org](mailto:exdir@abc.org)

## COUNSELING

Caring counsel is available from the Vice President for Student Development, and other members of the faculty and staff. You may seek out your own counselor or ask the Student Development office to assist you.

The Vice President for Student Development may make outside referrals to mental health professionals or to spiritual leaders such as pastors for more serious problems if deemed in the best interest of the student and the University.

## EMPLOYMENT

We endeavor to find employment for students who need funds to meet their expenses. Students need to fill out the appropriate information at the Student Employment Office. Watch campus bulletin boards and the Campus Chronicle for advertised jobs.

You will need to be aware of your conduct while on the job so that Christ is glorified in all things. Be neat, courteous, prompt, and well groomed. Let your employer know of vacations, in advance, so scheduling can be worked out. If you are ill, be sure to let your employer know. Such conduct enhances your witness, the testimony of the University, and the cause of Christ as well as your own reputation.

## ENTERTAINMENT

In the Christian community, there are some forms of entertainment that are considered questionable and/or inappropriate. Therefore the university requires members to refrain from gambling, the viewing of unwholesome and unprincipled drama whether at the theater, the live theater, on television, or electronic media, and listening to or participating in music that makes use of indecent or degrading lyrics or promotes an undesirable emotional or physical response. It is understood that attendance at dance halls, bars, and nightclubs will not be acceptable for the members of the OCU community.

## FACULTY AND STAFF COMMITMENT

OCU recognizes its need to be caring for its individual members and to be people that "bear one another's burdens." (Galatians 6:2) Faculty and staff are committed to go beyond their classroom and office duties to have a personal knowledge of students and involvement in their lives. It is the personal care and guidance from faculty and staff that continues to have a powerful impact upon students' lives.

## FINANCIAL RESPONSIBILITY

It is essential that you maintain a positive testimony regarding finances. When you sign your financial agreement this means you pledge to faithfully pay your bill. The University reserves the right to take whatever steps are necessary for those who default on payment. OCU's Student Financial Aid Program serves the majority of the student body through

scholarships, grants, campus employment, and loans. Any student in need of help should see the University Financial Aid Officer.

### FIREARMS AND EXPLOSIVES

There will be no discharging of firearms, weapons or explosives of any kind on University property. "Firearms/weapons" include rifles, shotguns, air rifles, BB/pellet guns, slingshots, paintball, and bows and arrows. (Paintball and archery equipment may be used in designated areas.) The University may confiscate firearms, if necessary, to maintain the safety of the campus and its residents. All weapons listed above are absolutely prohibited in the residence halls at any time.

### FOOD SERVICE INFORMATION

Meal prices and meal times are available in the cafeteria. For further information about special requests, sack lunches, use of food service facilities, please contact the Food Service Manager or the Student Development Office.

### INTERNET ACCESS

The University encourages students to use technological advances to enhance their personal educational experience. The computer lab allows all students access to the Internet. See a lab technician for sign on information.

The University has provided a system whereby students can access the Internet from their rooms via the university server. Since the university provides Internet access for residence halls, residents are not permitted to access the Internet through any other source from within the residence halls.

The University reserves the right to restrict students from accessing Internet sites that are pornographic in nature or in any way not consistent with the standards of Ohio Christian University. The University further reserves the right to monitor, randomly or systematically, individual or network use of the Internet. Violations of policy will be handled through the disciplinary process.

### LETTERS OF COMPLAINT

On a few occasions, persons have felt it necessary to write letters of complaint to the Administration or Denominational representatives. All such letters must be signed if the writer wishes to gain the desired result. Anonymous letters will carry no influence and will be disregarded, except for potential prosecution of the writer by the University. Everyone is to be aware that letters of that nature potentially leave the writer open to lawsuit for defamation, liable, harassment, etc.

### MAIL

Incoming Mail: Mail is picked up at the Post Office and is distributed by the university Post Office personnel. All students will be assigned mail boxes and are encouraged to pick up their mail daily.

Outgoing Mail: Letters and packages can be sent out through the Post Office. Please see the mail clerk for instructions and payment.

During summer vacation only first-class mail can be forwarded. Please leave your change of address at the Post Office. All other mail will be returned to sender or disposed of if a forwarding address is not available.

### NONDISCRIMINATION POLICY

OCU, as a unit of The Churches of Christ in Christian Union, has a distinctive heritage based upon certain religious principles. Within the boundaries of our heritage, mission, and goals, the University does not discriminate on the basis of sex, handicap, national or ethnic origin, or age in the administration of its admission policies, financial assistance, or other school administered programs. We affirm that the sacred Scripture does impose certain standards on some subjects, particularly touching upon matters related to morality.

### NON-RESIDENCE HALL SINGLE STUDENT CAMPUS HOUSING

Students are not to visit a room, apartment, or home on campus of a single student of the opposite sex alone without proper permission from the Vice President for Student Development. Violation may lead to loss of housing privileges. The host is responsible for the conduct and whereabouts of his/her guests.

### PERSONAL PROPERTY

The University will exercise reasonable precautions to protect personal property left on Campus, but cannot assume responsibility for the loss of money, valuables, or other personal property. Please report all losses to the Vice President for Student Development's Office and complete a Theft/Loss form.

### POLICY ON CHILDREN IN CLASSROOMS

Due to the various disruptions and distractions (whether real or potential) associated with the presence of minor children in the classroom setting, no minor children will be permitted to accompany either faculty or students into OCU class sessions. Faculty and students will either need to make appropriate arrangements for the care of their children by others, or utilize their allowable class/Chapel absences to care for their children themselves in emergency situations.

### POLICY & PROCEDURE FOR HANDLING GREVIENCES

1. Students are encouraged to discuss grievances with the person/ staff member having direct supervision over the area of concern. That person will attempt to resolve the problem. Concerns may be communicated verbally or in writing by the student to the staff member.
2. If the need is not satisfactorily met, the department head or director of the area is the next level of contact. It is the student's responsibility to demonstrate that they have already communicated with the staff member who oversees the program, office, or department. The director/department head will review the student's complaint and provide a response.
3. If the need is not satisfactorily met, the Vice President of the area with which they are experiencing the problem is the next contact. The complaint must be presented in writing. Evidence that the grievance has been passed through the prior levels will be necessary for each subsequent level.
4. If the need is not satisfactorily met, the student has the privilege of appealing to the University Administrative Committee. The request for a hearing must be presented in writing to the Office of the President along with the written complaint. This step is only appropriate when there is evidence that prior steps have been followed
5. At the direction of the President, the Administrative Committee shall hold a hearing and will render a decision regarding the grievance made by the student.
6. The student and the Administrative Committee shall have the right to call witnesses. The President may limit the number of witnesses to be called.
7. The decision of the Administrative Committee shall be reported to the student in writing within one working day of the rendering of the decision by the Committee.
8. The decision of the Administrative Committee shall be final.

### POSSESSION AND USE OF TOBACCO & CONTROLLED SUBSTANCES

The possession and use of alcoholic beverages of any description, non-medical narcotics or hallucinogenic drugs including marijuana, is completely and strictly prohibited on the OCU Campus, denominational property, or by any student of the University. Those in violation risk immediate dismissal and will be subject to civil penalty as well. All tobacco is prohibited on the University Campus and denominational grounds at all times. It is expected that any student that has a habit of tobacco use will make every effort to quit. Counseling and other assistance is available. The university reserves the right to enforce accountability guidelines when deemed necessary. OCU is a drug, alcohol and tobacco free environment.

### READMISSION OF CONTINUING STUDENTS

Readmission is not granted automatically. If the University believes that a student's readmission would compromise the lifestyle and/or academic standards of the University or not be in the student's best interest, the appropriate committee will review his or her record for the purpose of granting or denying continued enrollment.

## SECURITY

Campus Security is maintained by part-time work study students and other supervision. These persons are not sworn officers, but are employed by the University to take steps to maintain your safety and the security of campus facilities.

## SEXUAL HARASSMENT/CHILD ABUSE

The University will not tolerate sexual harassment or child abuse of any member of the University Community against any other. A student should report any incident to the Vice President for Student Development or the University President. See the Student Development office for details of the university policy.

## STUDENT HEALTH/ACCIDENT INSURANCE

The University provides a low cost health insurance program for all full-time traditional students. This policy is required for all students that do not have other coverage. If a student is covered by another policy and desires to opt out of this coverage, they must complete a policy waiver form that is available on the University web page. OCU Intercollegiate Athletes that are not otherwise insured are required to purchase additional athletic coverage at a reasonable cost. Policy information and answers to any questions are available in the Student Development Office.

## STUDENT HEALTH SERVICES

Immediate health care is available to students through Urgent Care at Berger Hospital. The student is responsible for charges incurred. The University offers the services of a Campus Nurse, who holds a clinic one night per week and is on call on a regular basis. Students should notify the R.D. when they are ill so that their progress can be monitored.

The nurse, Vice President for Student Development, and/or Residence Life staff must be informed of any current medical problem or disease requiring a doctor's care or any long term medications so that each student's medical history will be kept up-to-date. A Health and Immunization Record is required of each full-time student when admitted to OCU. The data will be kept on file in the Vice President for Student Development's Office and Residence Hall Office. All information is kept in strict confidence.

In case of serious illness or emotional problems, the parents or guardians will be notified.

## VISITORS POLICY

Visitors to the residence hall are not to go beyond the privacy doors unless accompanied by a person-in-charge or the student they are visiting. Students must petition in advance to

have overnight guests.

The University reserves the right to limit or forbid the visitation privileges of any person, if it is determined that this person's presence on campus is threatening or in any way upsetting to any member of the University community, or limits the effectiveness of job performance of any employee. It is entirely within the University's rights to demand that said persons remove themselves from campus or be removed by the authorities. After being informed that they are to leave, they must seek permission from the Administration if they wish to return to campus at any time. The visit, if granted, will be limited.

## CHAPTER VIII

### ACCOUNTABILITY

Ohio Christian University students are expected to conduct themselves in compliance with the Community Handbook and in such a way as to reflect a growing relationship with the Lord Jesus Christ.

The purpose of accountability at OCU is to assist in the maturing of its members and to aid the College in maintaining an atmosphere conducive to Christian growth. The system is designed to help the student to assume responsibility as a maturing Christian in the OCU community in particular and the Christian community in general. It is intended to be developmental and redemptive rather than merely punitive.

Students are reminded that they agreed to abide by University policy with their application for admission to OCU.

#### **AREAS OF ACCOUNTABILITY**

The items listed below represent the types of actions that create difficulty or concern within the community and are likely to result in disciplinary action. This list is not to be considered complete.

##### **General Community Rules**

1. Excessive noise in the residence hall.
2. Improper use of sign-in/sign-out sheets.
3. Not observing general community rules for residence halls.
4. Curfew violation.
5. Standard of Dress violation.
6. Having overnight guests without permission.
7. Unsatisfactory room checks.
8. Water fights in building.
9. Failure to follow sign out procedures.
10. Pets in room.
12. Out of the hall overnight without signing out.
13. Use of fire equipment other than fighting fire.
14. Housing policy violations.

##### **Personal Conduct Rules**

15. Improper music, movies, reading material, or pictures.
16. Failure to attend Sunday services.
17. Improper public display of affection.

18. Inappropriate chapel conduct.
19. Possession, smoking or chewing tobacco/snuff products.
20. Cursing or profane language or other obscenities.
21. Possession or drinking alcoholic beverages.
22. Possession or use of illegal drugs.
23. Theft / Lying / Dishonesty / Cheating.
24. Possession or use of pornographic materials.
25. Immoral sexual activity. (Based on scriptural prohibitions of fornication, adultery, and homosexuality: Romans 1:26-27; Galatians 5:19-21; Leviticus 18.)
26. Violation of restrictions previously imposed.

### **Actions Toward Others**

27. Failure to obey those in authority or manifesting a spirit of rebellion
28. Hazing or practical jokes causing damage.
29. Entering another's room without permission.
30. Men in women's residence hall / Women in men's residence hall without permission from RD.
31. Letting someone in residence hall after hours/ Leaving residence hall after hours.
32. Entering another's locked room or other locked restricted areas.
33. Fighting or threatening/jeopardizing the welfare of others.
34. Sexual, racial, ethnic harassment.

### **DISCIPLINARY PROCESS**

All offenses will be handled on an individual basis. Any and all disciplinary sanctions may be applied. Some offenses may be considered minor in nature and others are of greater concern and will result in action that is reflective of that. Penalties will increase if offenses accumulate or if more than one offense is involved in any incident. All necessary members of the Student Development Department will be involved in the process. Every violation will be discussed with the student at the appropriate level.

Students should be aware that all federal, state, and local laws apply as well. Enrollment in no way negates coverage from civil law. Penalty from civil law does not exempt students from further discipline by the University.

### **DISCIPLINARY SANCTIONS**

The following are the definitions of the sanctions as listed above:

1. Fines/Work detail: Fines must be paid within 72 hours. (If not, it is applied to the student's bill and a \$5.00 book-keeping charge added.) Work detail must be completed within one week or campus restriction will be imposed until complete.

Fines and work detail must be approved by the RD, Associate Dean of Mentoring or the VP of Student Development.

2. Campus Restriction: The student is restricted to campus and may only leave with the permission of the Resident Director or the Vice President for Student Development and is denied certain privileges as directed by the Vice President for Student Development. These privileges may include visits to lounge areas, intramurals, social events, University activities, for example. This list is not a complete list.
3. Restitution: Restitution means that the student is required to make reimbursement for damage to or misappropriation of property and/or funds. It may take the form of appropriate service to repair or otherwise compensate for damages. The details of restitution shall be specified in writing.
4. Social Probation: Social probation includes campus restriction. Students also must resign all campus offices and are declared ineligible for interscholastic sports competition. The student is also ineligible to participate in co-curricular activities in which he or she would represent the University or serve in a leadership role.
5. Suspension: Suspension is temporary severing of the student's participation with the University for a period of time varying from a portion of a semester to one full semester. It includes a student's right to return without formally requesting readmission at the end of the stated period. The suspension shall be followed by a period of Social Probation. Students are subject to the academic consequences of missing work as a result of such disciplinary action, and the faculty is not obligated to permit make-up of missed assignments and examination in such cases. The duration and conditions of suspension shall be specified in writing.
6. Dismissal: Dismissal means that the student's status is terminated from the University for an indefinite period of time. The duration and conditions of this period shall be specified in writing. Such action shall be noted on the student's personal record.

### **STUDENT DISCIPLINARY PROCEDURE**

1. General incidences of student misconduct shall be handled by the Vice President for Student Development and/or the Residence life staff.
2. More serious incidences of student misconduct, including those which may lead to suspension and/or dismissal, shall be referred by the Vice President for

Student Development to the Student Life Committee for disposition as indicated above.

3. The Vice President for Student Development and/or the President shall have the power to suspend a student in extra-ordinary circumstances pending final disposition of the case.
4. When the Vice President for Student Development is counseling a student or is questioning a student about an alleged violation of University policies, a third party shall not be present unless requested by the Vice President for Student Development.
5. If a student is having difficulty adjusting to the OCU lifestyle, the Vice President for Student Development may arrange for the student to meet with the Student Life Committee in an attempt to resolve the problem before any disciplinary measures are required.

## **STUDENT LIFE COMMITTEE**

### Function and Membership of the Committee

1. With respect to the Student Disciplinary Procedure, the function of the Student Life Committee shall be to conduct hearings to review incidences of misconduct and to render disciplinary decisions related to misconduct.
2. Membership on the Student Life Committee shall consist of the following persons:
  - A. Four faculty members, one of whom shall be elected by the faculty to serve as Chairperson of the Committee.
  - B. Vice President for Academic Affairs
  - C. Vice President for Student Development
  - D. President and Vice-President of Student Council.
3. A quorum shall be comprised of a minimum of three members, one student, and the Vice President for Student Development. The decision of the Student Life Committee is reached by a simple majority vote of those members present.
4. The Student Life Committee shall work closely with the Vice President for Student Development in providing all students the support, counsel, guidance, and activities which will help them to maintain a lifestyle that honors Biblical standards and complies with the policies of OCU.

### **Preparation for the Hearing**

1. The Office of the Vice President for Student Development shall assume responsibility for preliminary investigation of the alleged misconduct. The matter shall be discussed thoroughly with the student and a thorough effort made to collect all relevant information in the compilation of the facts of the case.
2. The student may waive the right to a Student Life Committee hearing in favor of direct decision by the Vice President for Student Development, subject to the approval of the Vice President for Student Development.
3. Upon the recommendation of the Vice President for Student Development, the chair-person of the Student Life Committee shall determine the time and place for the hearing and shall inform the members of the committee.
4. The student accused of misconduct shall be informed in writing by the Dean of Students of the following:
  - A. The date, time, and place of hearing before Student Life Committee.
  - B. The specific charges to be considered.
  - C. The student's opportunity to have another student or member of the faculty or staff appear with him or her. This person is to act as an advisor and is not to act as counsel for the accused. They must request permission from the Chairman to speak on behalf of the student. The chairman is not required to give clearance. (The student is not entitled to representation at the hearing by an attorney at law.)
  - D. The student's opportunity to confront or question witnesses. The accused student and all parties involved are warned that threats made toward a witness or any person involved in the case are in violation of civil law and will be taken seriously. Law enforcement authorities will be called immediately.
  - E. The student's right of appeal.

### **Hearing Procedures**

1. The primary purpose of the hearing is to ascertain the facts of the matter and to render a reasonable and just disciplinary decision, taking into account the welfare of the student and of the University.
2. The charges of alleged student misconduct shall be presented by the Vice President for Student Development and/or the student development staff.

3. The student, the Vice President for Student Development, and the committee shall have the right to call witnesses and to question witnesses brought by another party. The Chairperson of the committee may limit the number of witnesses to be called. All students and witnesses called by the Committee are required to answer questions posed by the Committee in keeping with the stated purpose of the hearing.
4. The student shall have the right to have an advisor present of his or her choosing from within the University community during the hearing. This person shall advise only and not act as "legal counsel".
5. For an incident of alleged misconduct involving more than one student, the committee reserves the right to consider the cases jointly or separately, subject to the request of the student for a private hearing.

### **The Decision of the Committee**

1. Only committee members have the right to be present during committee deliberations and decision-making.
2. The decision of the committee shall be reported to the student by the Vice President for Student Development in writing within one working day of the rendering of the decision by the committee. Written notification shall include information regarding the student's right of appeal.

### **Appeals**

1. Disciplinary decisions made by the Student Life Committee may be appealed by either the student or the Vice President for Student Development to the Administrative Council, provided that the appeal has been filed, in writing, in the President's Office within one working day of receiving written notification of the decision of the Student Life Committee.
2. The appeals hearing shall be scheduled by the President and shall include Administrative Council members, the Chair-person of the Student Life Committee, the Vice President for Student Development, and the student and his or her advisor, if any, from within the University community.

### **The Administrative Council**

This council shall serve as an appeals committee to the decisions of the Student Life Committee and/or the Vice President for Student Development. As such, the

Administrative Council shall hold hearings and render decisions regarding appeals made by either the student or the Vice President for Student Development.

### **Hearing Procedures and Decisions of the Council**

1. The student, the Vice President for Student Development, and the Administrative Council shall have the right to call witnesses brought by another party. The President may limit the number of witnesses to be called.
2. The decision of the Administrative Council shall be reported to the student in writing by the Dean of Students within one working day of the rendering of the decision by the committee.
3. The decision of the Administrative Council shall be final.

### **RIGHTS OF STUDENTS ACCUSED OF MISCONDUCT**

Individuals accused of misconduct shall have the following rights:

1. To have all charges of misconduct specified in writing.
2. To have the benefit of an advisor of the student's choosing from within the OCU community which includes full-time faculty members, staff members, or students during hearings before Student Life and Administrative Committees. While an advisor does not represent the student, he or she may counsel and advise the accused student in such a way as to protect the student's interest and provide redemptive counsel. Any student, faculty member, or staff member that would be deemed to have a conflict of interest, shall not serve in an advisory capacity.
3. To call witnesses on his or her behalf and to question other witnesses called by other parties.
4. To request a private hearing where more than one student is involved.
5. To receive all decisions in writing no less than one working day following the rendering of a decision.
6. To appeal a student disciplinary decision if the appeal is made, in writing, to the proper office within one working day of written notification of the decision.
7. To waive a Student Life Committee hearing in favor of a direct decision by the Vice President for Student Development, subject to the approval of the Vice President for Student Development.

8. In the investigative process conducted by the Vice President for Student Development, the student shall not have the right to have an advisor present.

## CHAPTER IX

### STUDENT ASSOCIATIONS

Student Associations are organized under the supervision of either the Student Development Department or the Academic Services Department.

#### **Student Development Organizations**

Student Council serves as the primary leadership of student organizations. The Vice President for Student Development is the advisor and the Council is the liaison between the students and the administration. Council operates under The Constitution of the Student Government of Ohio Christian University. Student Council oversees all Senate and Class Government activities.

For more information on these groups, see the Vice President for Student Development.

#### **Academic Organizations**

These groups are intended to enhance the academic experience in these fields through activities and outreach. The Student Missionary Organization (SHINE) focuses on home and foreign missionary work with a TASK FORCE that goes to another country each spring break. This group functions under the direct supervision of an assigned advisor. World Gospel Mission maintains the Student Involvement Center on the campus. SHINE operates under its own constitution.

The Ministerial Association is comprised of ministerial and other students. They meet monthly with an advisor and are governed by their own constitution. They hold activities designed to broaden ministry perspectives and outreach.

#### **General Regulations:**

All group events and fundraising functions must be approved by the Student Council. Campus groups are not permitted to engage in financial contracts that obligate them or the university. All contracts must bear the signature of the Business Manager or University President. No new campus groups may be organized without approval from the University Administration.

## CHAPTER X

### ATHLETICS

#### INTRAMURALS

The intramurals program is administered by the Student Activities Department with student assistants. They oversee intramural organization in volleyball, basketball, softball, and other competitive events where student interest warrants. All students, faculty, and staff and their spouses are eligible to compete and every student is encouraged to participate in the various physical activities. (There may be some restrictions on athletes involved in varsity sports.)

#### INTERCOLLEGIATE ATHLETICS

In 1979, OCU began an intercollegiate athletic program. This program was initiated to provide opportunity for athletes who have committed their talents to Christ, to better publicize OCU, and to serve as a means of Christian witness. Current offerings may expand as student interest grows and facilities and finances become available.

OCU prides itself on having a different approach in athletics. We reject the idea that "winning is everything." We believe that Christ calls us to do our best at all times whether in victory or defeat. If a person has done his or her best, God is pleased and the effort has been worthwhile.

The University is a member of the National Christian University Athletic Association and is subject to the NCCAA guidelines in all areas pertaining to intercollegiate competition.

#### STUDENT ELIGIBILITY

Student eligibility for varsity sports is based on the following criteria:

1. Must be a full-time student taking 12 hours minimum.
2. Must have a GPA of 2.0
3. Must have earned at least 24 hours in most recent two semesters, including Summer and J-Terms. (Excluding Freshmen)
4. Must be in good standing with the University in regards to spiritual commitment, and social behavior.
5. Must be in good standing regarding chapel attendance.

Any other questions of eligibility should be referred to the Athletic Director or NCCAA.

## CHAPTER XI

### VEHICLE REGULATIONS

Anyone who drives on the OCU campus is expected to abide by all posted regulations and use designated parking. Students are also expected to abide by all Ohio regulations. Failure to comply with State and Campus regulations may result in suspension of the vehicle registration. The motor vehicle must then be removed from campus for the remainder of the academic year.

#### VEHICLE REGISTRATION

Every vehicle operated on campus by a student or resident family member must be registered with the Student Development Office within 48 hours of its first arrival on campus. Student motor vehicles are not registered until all appropriate forms are completed and the campus vehicle decal is properly displayed. If the decal is not properly displayed, a fine will be issued.

When state registration plates change, or a vehicle is sold and/or the plates transferred to another vehicle, the Student Development Office must be notified within 48 hours.

#### INSURANCE REQUIREMENT

State law requires that all vehicles be insured. Failure to comply with this law will result in disciplinary action by the University and authorities will be contacted at once. The University will not assume any responsibility for any liability or expenses involving vehicles or its contents registered or owned by students.

#### OPERATION

Vehicles are to be operated within posted speed limits. The maximum campus speed limit is 20 miles per hour. Vehicles are to be operated only on surfaced roadways. Remember, there are children that reside on campus. Keep safety a priority!

Racing or any reckless driving is prohibited on campus roadways and surrounding denominational property, including the RV park. In an effort to prevent erosion of farm fields, ATV and motorcycle traffic is limited to established roadways.

Mechanically inoperative vehicles and those not bearing valid state registration plates are not permitted on campus. The vehicle owner is responsible to remove the vehicle involved at his/her own expense within 48 hours. If the above is not completed within 48 hours, the university reserves the right to remove the vehicle at owner's expense.

## PARKING

Parking is permitted only in the lots designated by the individual parking permit. No parking is allowed in areas that would block driveways, crosswalks, and building entrances. Handicap parking spaces are reserved at all times. Students may use all other spaces. Do not park on the grass.

## VIOLATIONS AND FINES

Violations and offenses will be fined as follows:

1. Unregistered vehicles.....	20.00
2. Speeding.....	20.00
3. Reckless operation.....	20.00
4. Stop sign violation.....	20.00
5. Parking in a restricted zone.....	20.00
6. Improperly affixed permit.....	20.00

Payment of fines should be made at the Student Development Office. If payment is not made within 48 hours, the fine will be added to the student's bill and a \$5 fee assessed.

In compliance with insurance regulations, bicycles may not be stored in any building. Any exceptions must be approved by the Student Development Office.

Mopeds and motorcycles are considered as motor vehicles and all MV regulations apply.

## USE OF UNIVERSITY VEHICLES

Students are not permitted to use any University vehicle for personal use.