

# STUDENT HANDBOOK

2017-18



# TABLE OF CONTENTS

<b>Campus Personnel and Directory</b>	
Administrative Officers	4
Office of Student Life	5
Have Questions? We Have Answers!	6
<b>General Information and Student Services</b>	
Lost and Found	8
Student ID and Parking Permit	8
Campus Mail	8
Campus Bookstore	9
Student Government Association	10
Student Activities	12
Campus Recreation and Intramurals	12
Clubs and Organizations	12
Commuter Students	12
Fitness Center	13
Academic Skills Center	13
Accommodations for Students with Disabilities	13
Health and Wellness	14
Career Counseling	15
<b>Financial Information</b>	
Financial Services	16
Student Accounts	17
Dining Services	18
<b>Community Lifestyle Expectations</b>	
Student's Rights and Responsibilities	19
Biblical Lifestyle Code	19
Chapel and Spiritual Life	20
Drug and Alcohol Policy and Procedures	22
Residence Hall Policies	27
Behavior Expectations	32
Dress Code	36
Discipline Policies	41
Campus Safety & Security Services	46
Computer User Code of Conduct	47



Welcome to the start of a new semester and academic year that is sure to be filled with new opportunities, - challenges, and experiences that will contribute to your personal and academic growth and development. I hope you will choose to take advantage of those opportunities. Decide now to get involved on campus and how to leave your imprint on Warner University. It is my hope that Warner University will leave an imprint on your life as well.

We in the Office of Student Life stand ready to assist you with an excellent professional staff, resident and commuter student support, counseling and health services, student leadership and representation, and a Campus Activities team.

WU is a university committed to the development of Christian character and scholarship and I am so glad that you are a part of our community. Together I know we will have an excellent year that is **Beyond Belief!**

Sincerely,

Mrs. Dawn Meadows, *M.A.T.S., M.A.H.S.*

Vice President for Student Life

#### **STUDENT LIFE MISSION STATEMENT**

*The Office of Student Life at Warner University strives to provide programs and services that will help students develop mentally, physically, socially and spiritually.*

**Failure to read this Student Planner does not excuse a student from the requirements, regulations, and consequences described herein.**

## CAMPUS PERSONNEL AND DIRECTORY

### *Administrative Officers*

**Dr. David A. Hoag**

President  
Ratzlaff Administration  
638-7209

**Dr. Steven Darr**

Executive Vice President &  
Chief Academic Officer  
Ratzlaff Administration  
638-7206

**Mrs. Dawn Rafool**

Vice President for  
Enrollment  
Management &  
Marketing  
Rigel Center  
638-3818

**Mrs. Dawn Meadows**

Vice President for  
Student Life  
Rigel Center  
638-7246

**Mrs. Andrea Theis**

Vice President for  
Advancement  
Ratzlaff Administration  
638-7611

**Mr. Mike Picha**

Vice President for  
Business & Finance  
Ratzlaff Administration  
638-7216

**Mr. Kevin Jones**

Associate Vice President  
for Admissions  
638-7297

***Office of Student Life***

**Mr. Rodney Dallas**

Director of Residence Life  
Rigel Center  
638-7253

**Ms. Alicia Bush**

Resident Director  
Holland Hall  
638-7956

**Mr. Josh Henry**

Resident Director  
Williams Hall  
999-7623

**Ms. Lauren Lightsey**

Resident Director  
Fulton & Raines Halls  
638-7646

**Mr. John Myer**

Resident Director  
Annex Housing  
638-7646

**Ms. Karie Harpest**

Director of Leadership  
Development & Community  
Engagement  
Rigel Center  
638-7247

**Miss Alicia Oakes**

Program Support Assistant  
Rigel Center  
638-7246

**Mrs. Kate McDonald**

Campus Counselor  
Rigel Center  
638-7585

**Ms. Jennifer Leeks**

Student Success  
Coordinator  
638-7240

## ***Campus Directory***

Listed below are campus directory numbers for people you can go to for assistance on a number of issues. You may dial the extension number if you are calling from a campus telephone. If you are calling from a regular telephone, you may dial (863) 638 and the four-digit extension number. If there is a voicemail option, please leave a brief message so they are able to return your call.

### **Questions About.....**

Academic Advising  
Academic Probation  
Academic Assistance  
Enrollment Management  
Adding/Dropping Classes  
Advancement Office  
Alumni Relations  
Application/Admission  
Athletics  
Vehicle Registration  
Bookstore  
Business Office  
Campus Safety & Security  
Career Programming  
Cashier  
Class Schedule  
Computer Services  
Conduct Policies  
Counseling  
**Emergency**  
Fees

### **You Can Call...**

7206 Academic Dean  
7206 Academic Dean  
7134 Academic Skills Center  
7117 Secretary  
7204 Registrar's Office  
7261 Administration Bldg.  
7248 Director of Alumni  
7212 Admissions Office  
7258 Secretary  
7232 Security Office  
2775 Bookstore  
7214 Secretary  
7232 Security Office  
7246 Student Life  
7216 Financial Services  
7204 Registrar's Office  
2345 ITS  
7246 Dean of Students  
7585 Confidential Line  
**7232 Security**  
7202 Financial Services

Financial Arrangements	7202 Financial Services
Food Services	7229 Cafeteria
Grading System Information	7204 Registrar's Office
H.E.A.R.T.	1188 H.E.A.R.T. Office
Learning Resources	7235 Pontious Center
Library Services	7235 Pontious Center
Maintenance/Physical Plant	7228 Physical Plant Office
Nurse	7246 Student Life
President's Office	7209 Secretary
Printing Services	2345 ITS
Records/ Academics	7204 Registrar's Office
Residence Life	7246 Student Life Office
School of Business	3907 Secretary
<b>Security</b>	<b>7232 Security Office</b>
Student Accounts	7226 Financial Services
Student Handbook	7246 Student Life Office
Study Skills Assistance	7134 Academic Skills Center
Switchboard	7201 Rigel Student Center
Work Study	7214 Human Resources

## GENERAL INFORMATION AND STUDENT SERVICES

### LOST AND FOUND

Lost articles should be reported to the Office of Student Life, and articles found on campus should be turned in at the Office of Student Life. If after one semester or 15 weeks, an article remains unclaimed, it will be disposed of.

## **STUDENT ID AND PARKING PERMIT**

Every student must have a Student Identification card. The Office of Student Life will issue a photo ID during the registration process, which is free of charge. A replacement ID costs \$10.

All students who have a vehicle on campus are required to obtain a parking permit for their vehicle and display on the vehicle as instructed. Please see the Security information for more details.

## **CAMPUS MAIL**

The campus mailroom provides a mail and window service similar to the local post office. UPS service is also available. All students living on campus are required to have a campus mailbox. Proper addressing of incoming mail is as follows:

*Warner University  
Student name, #  
13895 Highway 27  
Lake Wales, FL 33859*

"P.O." or "Box" should not be put on incoming mail, as it will be misdirected and placed in a P.O. Box in the Lake Wales Post Office.

Mailbox combinations are provided at the beginning of the semester. It is the student's responsibility to either keep their combination with them at all times or commit it to memory, as post office personnel will not hand out mail from boxes. After the first week of classes, a \$2.00 charge will be assessed each time the combination is given out. Boxes should not be left open, as the mail must be kept confidential. Students are encouraged to check and pick up their mail daily.

## **CAMPUS BOOKSTORE**

The Bookstore serves students, faculty, staff, and the public by stocking all the required textbooks and supplementary materials



for courses offered through the University. The Bookstore also offers a variety of extras for the Warner University community, such as calculators, clothing, and school spirit items.

### **Contact Information**

Toll Free: 800-949-7248 ext. 2775  
Local: 863-638-2775  
Fax: 863-734-5121  
Email: bookstore@warner.edu

### **Hours of Operation**

#### **Winter Hours**

Mon 8 a.m. – 6 p.m.  
Tues 8 a.m. – 6 p.m.  
Wed 8 a.m. – 6 p.m.  
Thurs 8 a.m. – 6 p.m.  
Fri 8 a.m. – 5 p.m.

#### **Summer Hours**

Mon 8:30 a.m. – 4:30 p.m.  
Tues 8:30 a.m. – 4:30 p.m.  
Wed 8:30 a.m. – 4:30 p.m.  
Thurs 8:30 a.m. – 4:30 p.m.  
Fri 8:30 a.m. – 4:30 p.m.

### **Location**

The Bookstore is located in the Northwest corridor of the Rigel Student Center next to the Campus Post Office. This is the corridor that runs from the North lobby towards the Turner Athletic Center.

### **Book Buyback Program**

The book buyback program is operated by a publishing company. Representatives are on campus during finals week of the Fall and Spring semesters.

### **Online Ordering**

Students are able to order textbooks online by going to the Warner University website.

**“The Union”** is located in the south lobby of the Rigel Student Center with a number of services for students. Included are a lounge area, snack bar, a stereo system, pool tables, ping pong,

table games, television, etc. A WU Photo ID is required for equipment use.

## **STUDENT ACTIVITIES**

Warner University Student Activities are facilitated by the Office of Student Life through the work of Residence Life, Community Life and Campus Activities Board.

Warner University Student Activities sponsors and executes an array of cultural, educational, social and recreational programs for the student body. Through volunteerism, student organizations and extra-curricular programming, Student Activities provides learning experiences which promote the development of the "whole student."

## **CLUBS AND ORGANIZATIONS**

The University experience is a time of growth and development for students. Participation in campus clubs and organizations can foster the education of the whole person: intellectually, socially, and spiritually. Servanthood, community leadership, philanthropy, and scholarship are but a few of the areas in which the clubs and organizations at Warner University campus aspire to achieve excellence. For a complete list of clubs and organizations or for information on how to start a new club or organization, please see the Office of Student Life.

## **COMMUTER STUDENT SERVICES**

WU seeks to provide services that respond to the unique needs of commuter/non-resident students. For example:

- The Cafeteria provides food at a retail cost per meal, or with a meal card (at a lower price per meal), or by purchasing a meal plan

- The Union provides drinks and light food items at retail prices throughout the day.
- Light meal items are available via vending machines located in the Rigel Student Center and the Darby Building.
- Access to commuter lockers located in student lounge areas in the Darby Building can be secured through the Office of Student Life.

### **FITNESS CENTER**

The Fitness Center is located on the second floor of the Turner Athletic Center and is available to all students. There are four distinct areas with the center. The four areas include: weight machines, free weights, a dance aerobic space, and aerobic machines. The Fitness Center hours are posted in the Turner Athletic Center. Students must present their Warner ID to enter Fitness Center.

### **ACADEMIC SKILLS CENTER**

The Academic Skills Center (ASC) is a peer tutoring and academic counseling/support system. It is located in the Pontious Learning Resource Center. One-on-one or small group tutorial sessions are available to all Warner students. Most of the tutoring provided is in math, writing, reading, Bible and study skills. Test proctoring is also available through agreement between the instructor and the ASC. However, other subject tutoring may be requested.

#### ***Hours of Operation***

Mon.-Thurs.	8 am-9 pm
Friday	8 am-5 pm

### **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Warner University, under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), is committed

to providing for the needs of enrolled or admitted students who have documented disabilities. It is the policy of the University to make services available for any student, who, through a recent assessment, can document a disability.

Students who request academic accommodations must register with and provide documentation to the Office of Disability Services (ODS). To receive accommodations, students must provide each instructor with a copy of the Accommodation Plan prepared by the Coordinator of Disability Services indicating the need and type of accommodation. The Office of Disability Services is located in the Faculty Suite of the Pontious Center.

## **HEALTH AND WELLNESS**

The Warner University Wellness offerings include the services of a Registered Nurse and a licensed Social Worker. Wellness personnel are available on campus through the Office of Student Life.

### ***Counseling Services***

The purpose of counseling programming is to provide a safe, non-judgmental atmosphere for students to receive support, information and guidance through flexible, needs-based counseling services. The service also promotes good mental health through training and consultation to members of the Warner University community.

The Counseling Center provides assessment and short-term counseling for a variety of problems including stress, depression, anxiety, relationships and substance abuse. The counseling is provided by a licensed Social Worker.

The types of counseling provided are:

- Individual Counseling
- Couples Counseling
- Group Counseling

### **Contact Information**

863-638-7585 (private voicemail).

*All services provided are confidential.*

### **Health Services**

The purpose of health services is to provide the campus community with a medically trained resource person for their health care needs.

Services provided are:

- Evaluation and recommend treatment for minor illness or injury
- Emergency triage care
- Recommendation of treatment and follow up
- Provision of education and information

### **Clinic Contact Information**

**863-638-7246**

*A registered medical person will be onsite during posted hours beginning January 2018. Currently, students can get information related to local physicians and clinic as resources for care.*

Since the University does not provide student health insurance, all students are encouraged to have health insurance to cover any incurring medical costs. Students are required to have appropriate medical forms on file in the office of Student Life.

### **STUDENT SUCCESS PROGRAMMING**

The Warner University Student Success Programming incorporates

Career Services opportunities and ongoing persistence support, and is facilitated by The Office of Student Life. Through participation in scheduled events, students can get help in the following areas:

- Choosing a Major
- Choosing a Career Path
- Writing a Resume'
- Writing a Cover Letter
- Interview Skills
- Selecting and Applying to Graduate Schools
- Honing Etiquette Skills
- Searching Career Fields
- Exploring Volunteer Opportunities
- Searching and Applying for Job

## **FINANCIAL INFORMATION**

### **FINANCIAL SERVICES**

#### ***Academic Requirements***

In order to receive financial aid, the student must be making "satisfactory academic progress." The University policy, for purpose of determining eligibility for financial aid, requires that a full-time student earn 24 credit hours during the fall and spring semesters and maintain a minimum cumulative grade point average (GPA) of 2.00. Failure to meet either of these two requirements will warrant financial aid suspension.

A student must also remain in good academic standing- not on academic probation -to continue to receive financial aid.

#### ***Application Deadline***

Students must apply for financial aid each academic year. May 15th is the priority deadline for the processing of financial aid applications and for having filed the FAFSA for the following year.

This means that those who file the required forms by May 15 will be the first to receive notice of their awards and will receive priority when considering grant money.

### ***Changes in Financial Situation***

If a change in your family's finances has occurred affecting your ability to meet your University expenses, please make an appointment with a Financial Aid Counselor. An adjustment in your award based on the changed financial information may be possible.

### ***Course Hours***

Most financial aid is awarded on full-time enrollment (a minimum of 12 hours each semester). You may not receive the same amount of financial aid if you reduce the number of credit hours for which you are enrolled. Before dropping classes, check with the Financial Aid Office to find out what changes in your award would occur by such actions.

### ***Grants, Scholarships and Loans***

There are many grants, scholarships and loans available. Be proactive in pursuit of any available monies. For more detailed financial aid information, schedule an appointment with a financial aid counselor by phone at 863-638-7202 or by email.

### ***Work Study***

Students with identified need may participate in the Federal Work-Study program and work part-time while attending school. Most positions are on campus, but some opportunities may be available at off campus sites. Students are paid at least minimum wage, but may earn more for specialized work. Although all students may seek part-time on-campus employment, students who are eligible for Federal Work Study

as part of their financial aid are given priority for available jobs. After eligibility is determined in the Financial Aid Office, students should then apply for openings in their areas of interest.

### **STUDENT ACCOUNTS**

The Student Accounts Office is available to assist students with financial arrangements for University expenses. The Student Accounts Office is located in Rigel Center.

#### ***Special Financial Counseling***

This is available for both new and returning students by appointment in the Student Accounts office.

#### ***Payment Arrangements***

Financial arrangements must be made before attending classes and may be made in the following ways:

1. **Payment in Full** - Payments for University expenses are due at the beginning of each semester in the Student Accounts Office. Payment may be made by cash or checks (US currency only), American Express, Visa/Master Card or Discover Card, along with already confirmed financial assistance to pay the balance due.
2. **Deferred Payment Plan** - Before registration, a deferred payment plan may be arranged between the student and/or family) and the Student Accounts Director. Payment for any balance due after application of financial aid is divided into four payments per semester. A finance charge of 1% per month on the unpaid balance will be charged.

For more detailed information regarding financial services and Student Accounts, please see the University catalog.



## **DINING SERVICES**

Warner University Dining Services provides friendly service and a variety of meal options for students. Students living on-campus are required to be on the meal plan. Students can choose the 19 meal or 14 meal plan (meals per week). The Alumni Dining Hall is a full-service dining room whose offerings include freshly prepared entrees, a garden-fresh salad bar, a sandwich deli, and an assortment of fruits, desserts and beverages. The Union provides quick pick-up meal options for meal plan use, as well as coffee drinks and smoothies.

Students with special dietary needs are encouraged to contact the Dean of Students and the Food Service Manager to discuss those needs. Exemptions or adjustments to the meal plan are issued on a semester-by-semester basis and must be reapplied for each semester.

Students do not have to pay cash for their meals. Instead they purchase one of the meal plans at the beginning of the semester. Student's WU ID cards also serve as their meal card, which keeps track of how many meals they have left each week. Students are required to present their ID card every time they enter the dining hall. There are also meal tickets available for purchase in the Cashiers Office for Commuter students, friends, and family members.

## **COMMUNITY LIFESTYLE EXPECTATIONS**

### **STUDENT'S RIGHTS AND RESPONSIBILITIES**

A WU student possesses the privileges, responsibilities and rights of several citizenships, to include those of state, federal and municipal governments.

Within the mission, purpose, and values of Warner University, each

individual has the right to engage in various physical, educational, social and spiritual pursuits that are a necessary part of University life. However, those rights carry with them a reciprocal responsibility to ensure those same rights for all members of the community.

The following lifestyle guidelines and values and the Biblical Lifestyle Code identify the expectations for living in community while seeking to fulfill the mission of Warner University. While not all will be in agreement with certain expectations, they are necessary to ensure orderly community life. When individuals join the Warner community, they freely and willingly choose to take upon themselves the responsibilities and expectations outlined in the following agreement and guidelines.

### **WARNER UNIVERSITY'S BIBLICAL LIFESTYLE CODE**

*Jesus answered, "The most important command is this: 'Listen, people of Israel! The Lord our God is the only Lord. Love the Lord your God with all your heart, all your soul, all your mind, and all your strength.' The second command is this: 'Love your neighbor as you love yourself.' There are no commands more important than these" (Mark 12: 29-31).*

### **We stand for Truth.**

At the core of Warner University is the belief that the Bible has the final say in all matters of faith and practice. We must allow God's Word to shape us, so that as a faculty, staff, administration and student body we are prepared to lead this institution in a way that helps all of us, honors God and makes His name known.

Though today's culture is moving away from God, WU is staying the course. We're keeping the Bible as our reference point and continuing to remain under its authority, as it is "a

lamp to our feet and a light to our path" (Psalm 119:105). Further, we believe that following God's teachings as revealed in scripture and through His son, Jesus Christ, will result in a life blessed and fulfilled in His pattern for each individual.

### **We follow biblical principles.**

Because we are made in God's image, it is our privilege to allow His glory to shine through us. We want to enhance His image in us, not mar it. We hide behind His image, so people will not see us, they will see Christ (2 Corinthians 4:7).

- We respect our bodies as temples and refrain from any negative activities or habits that will cause concern or problems for others or harm to ourselves
- We are modest in dress and deportment, not drawing attention to ourselves with extreme styles or indiscreet fashions
- We maintain control of our desires, avoiding pornography and abstaining from pre-marital sex; we agree with what the Bible teaches about homosexuality
- We maintain control of our speech, keeping our language appropriate, avoiding swearing, and refraining from taking God's name in vain
- We seek to act with integrity in our dealings with the world around us. We follow God's model of care for His creation, for appropriate regard for governmental leadership and for financial responsibility which acknowledges God's provision.

### **We show respect to others.**

Respect toward one another is demonstrated in all areas of our speech and conduct, on our campus and beyond, including the online environment. *We keep our words positive,*

*encouraging and to the use of edifying. We refrain from slander, lying, gossip, bullying and the use of vulgar or offensive language (Ephesians 4:29).*

We respect each person's personal belongings, their privacy (within the context of accountability) and their personal preferences. We ask permission before touching another person's property. *As a member of this community, we respect Warner's stand on modern-day issues and strive for unity rather than promoting personal opinions or beliefs not explicitly revealed in Scripture (Ephesians 4:2-3).*

We respect those in authority over us. *We demonstrate this by being teachable, responsive and courteous (Hebrews 13:17).* We respect those who live around us; those who work with us; those we know and those we don't. *Each of us is equal in God's eyes; no one person is better than another (James 2:8-9).*

**The behavior expectations of Warner University are designed help members of our communicate model the tenets of the Biblical Lifestyle Code. Practical applications and guidelines for practice are outlined below:**

### **CHAPEL AND SPIRITUAL LIFE**

Within the mission and values of Warner University is the desire to *promote Christian character and faith.* By choosing Warner to prepare for your vocation it is our privilege to walk alongside you, not only in your intellectual pursuits, but in your faith journey and spiritual development as well.

According to faith development theory, the University years are a transition period where you will move from what some have called a *"faith learned"* to a *"faith owned."* This doesn't happen

automatically, but requires attention and intention on your part. Spiritual Life Programming is intended to assist you in this journey, however it will be up to you to choose to grow in your faith while here at Warner.

We are a diverse community, therefore, you will experience roommates, classmates, professors, staff, etc., who come from different backgrounds and who are at different stages of development. Let this diversity enrich you as we learn from one another how to better understand and live out our faith.

### ***Chapel***

Chapel is an integral part of the Warner University community and meets every Tuesday and Thursday at the South Lake Wales Church of God. It is an appointed time for the campus community to gather for worship, challenge, enrichment, and fellowship opportunities.

### ***Chapel Purpose Statement***

As a Christian University, Warner is committed to providing twice-weekly Chapel experiences with the purpose of:

1. Celebrating and enhancing community
2. Presenting the claims of the Gospel of Jesus Christ as recorded in Holy Scripture
3. Inspiring worship and praise in order to glorify God
4. Promoting faith development and Christian maturity
5. Examining current issues from a Christian perspective and worldview.

### ***Chapel Attendance/Spiritual Growth Credits***

Earning Spiritual Growth Points is required and an integral part of a student's experience at Warner. Students must earn 21 Spiritual Growth Points per semester. It is expected that students arrive on time for these experience. Students can choose from a variety of

approved experiences to earn points, including Chapel, Bible-studies, service opportunities, and local weekly college ministries.

### ***Chapel Etiquette***

As we gather together in chapel twice each week as a community, it is important to observe certain behaviors in order to insure an orderly service so that we might engage in a worshipful experience.

The following is not an exhaustive list, but these are important concepts for the proper functioning of chapel.

#### **Reverence**

First and foremost, we are gathered together to worship the Sovereign God of the Universe! It is important to remember this and maintain honor and respect for the One we worship in all that we do.

#### **Respect**

Since we come from varied backgrounds, it is important to show respect for those who are leading, even if we might have other worship preferences.

This means that we respond to the leader's promptings, such as standing to worship, being quiet to pray, etc. This also means not talking with our neighbors during singing and when the speaker is speaking, as well as refraining from text messaging, talking on the phone, or listening to headphones. Also, please refrain from getting up to go to the restroom while the speaker is addressing the audience. If it becomes necessary then please wait in the back until the speaker is finished.

#### **Attention**

In order to receive anything from worship, we must give our full attention to the experience. Chapel is not a place to do homework and it is definitely not a place to "catch

some zzzz's". Please sit up and pay attention to the message God has for us individually and as a community!

### **Proper Attire**

Out of reverence for God and respect for one another, students must dress appropriately for chapel. Please see the Warner University Dress Code for guidance on what to wear on campus.

### **No Food or Drinks**

Out of reverence and respect please discard all food and drinks before entering the chapel.

### **Chapel as a Graded Course**

Students will receive a grade for Chapel attendance in the form of a Pass or Fail (P/F). A grade of "F" will be issued to students who finish the semester with an excess of Chapel absences. Students with an "F" will be placed on Chapel probation and will not be allowed to register for classes until satisfactory arrangements are made with the Dean of Students.

### **Credit Exemptions**

In order for a student to be considered for a Chapel exemption, he/she must submit a Chapel Exemption Form which is found in the Student Life office. This form requires signatures from the student, Department Chair/Dean of the School, coach (if applicable), and Student Life for approval. No student is fully exempted from this requirement, unless he or she is participating in a Warner University sponsored or required internship experience.

The following guidelines are used for Chapel exemptions:

- A student living off campus and not having classes immediately before and/or after Chapel may appeal for an exemption
- Students that have an internship that requires the

student to be off campus. This requires verification from the Department or Dean of the School

- Parents with small children at home may appeal for an exemption
- Other exemptions may be granted under extraordinary circumstances

It is important to note that Chapel is on the student class schedule because it is required and is valued at a high level. Just as a student would not schedule a job through a class on the schedule, a job scheduled through chapel will not be recognized as an exemption.

Exemptions are issued on a semester by semester basis and must be reapplied for each semester.

### **Chapel Absence and Disciplinary Action**

Students are allowed up to 6 absences from Chapel each semester. These include sick days, personal, and family emergencies, and any school related activities.

Students are considered in good standing with regard to Chapel if they have earned the required 21 credits during the semester. Students will know at mid-term of each semester what the chapel standing is at that time.

Students exceeding the allowed number of absences will no longer be in good standing and will be subject to Chapel Probation which carries the following disciplinary actions:

- Restriction from representing the University in such activities as athletics, intramurals, study abroad, service clubs, and campus sponsored trips, etc.
- Forfeiture of institutionally funded scholarships (including Warner work study)
- Restrictions from continuous enrollment until suitable arrangements are made



Students who persist in their disregard for Chapel attendance will be subject to immediate suspension. A student that is not in good standing may be given an opportunity to make up the excessive absences with two (2) hours of approved community service for each miss exceeding the 6. Arrangements for this option must be made with the Office of Student Life. This office reserves the right to determine which community service locations are approved.

### ***Bible Studies and Prayer Groups***

Small group Bible studies and prayer, encouraged and/or facilitated by Resident Directors, Resident Assistants, and other student leaders, are significant parts of campus life.

### ***On-Going Spiritual Life Programming***

Students are encouraged to take responsibility for their own growth and development by being involved in various on-going opportunities sponsored by the Office of Student Life.

## **DRUG AND ALCOHOL POLICY AND PROCEDURES**

*It is the policy of Warner University that all students are subject to drug tests if the administration has a reasonable suspicion that such a test is warranted. As a condition of enrollment, each student consents to random drug testing to be done at the direction of the university. If a student refuses to participate in a random drug test such refusal could be a reason for immediate dismissal from the university.*

Warner University's goal is to achieve compliance with our alcohol policy by responding to students who violate the policy in a restorative and redemptive manner. Students in violation of the alcohol policy are subject to the maximum sanction of dismissal or lesser sanction as outlined below. Students, who violate the policy by possessing or consuming alcohol, or being

present where other students are in possession of or consume alcohol, may expect the following consequences:

### ***Consequences for Alcohol Policy Violation***

#### **First Offense**

- Disciplinary Action
- A \$50 fine
- Required meeting with the Dean of Students or his/her Student Life designee
- Educational assignment

#### **Second Offense**

- Disciplinary Action
- Assessment/treatment by a Warner University approved certified Substance Abuse Professional
- Any financial cost associated with the assessment is the responsibility of the student

#### **Third Offense**

- Student may be dismissed from the University for a period of at least one full semester
- Student may be placed on social probation for a minimum of one full semester

### ***Consequences for Tobacco Policy Violation***

#### **First Offense**

- Written warning
- Educational assignment

#### **Second Offense**

- A \$50 Fine
- Accountability relationship with a Student Life approved individual

#### **Third Offense**

- A \$75 Fine
- Community Service (minimum of 15 hours)

- Final written warning

### ***Consequences for Drug Policy Violation***

**First Offense** (may include any or a combination of the following)

- Assessment/treatment by a Warner University approved certified Substance Abuse Professional
- Educational assignment
- Accountability agreement
- Social Probation for minimum of one full semester
- Dismissal from the University for an indefinite period of time

### ***Procedures***

- If you find that someone is intoxicated, call an RD or RA immediately
- If they are unconscious, **call 911**, and then call Security and an RD or RA
- If you find alcohol, tobacco or drugs in the room call an RD or RA

*For a listing of the State of Florida statutes regarding alcohol and drugs, please contact the Office of Student Life.*

## **RESIDENCE HALL POLICIES**

Residential living is a Christian community experience on the campus of Warner University and can be one of the more rewarding and important facets of a University education. It is more than just a housing arrangement! An integral part of the personal growth and development of on-campus students can come through living-learning experiences at Warner University. Students are exposed to a variety of persons and shared experiences enhanced by planned residence hall programs and services such as: academic and personal advising, social activities, intramural sports, Bible studies, and other group

activities.

All resident students will be given a copy of the *Residential Living Guide*, a Student Life publication, designed to provide more specific information relative to life on the Warner University campus. Additional copies are available in the Office of Student Life.

### ***General Housing Policies***

Warner University has an on campus housing requirement for all unmarried full time undergraduate students. Exceptions to the on-campus housing requirement are as follows:

- The student is 23 years of age
- The student is a 5th year senior (defined as already having completed 8 full time semesters as a college student)
- The student is employed and housing is provided as part of the compensation package.
- Living with a parent less than 50 miles from Warner University
- The student has a child living with them as a permanent residence

If a student wishes to apply to live off campus, he/she must complete an off-campus housing application and provide the required accompanying documentation, which will be reviewed by the Director of Residence Life. For the off campus request to be reviewed, the parent/guardian must provide a notarized letter detailing the off campus arrangements.

Questions about University housing should be addressed to the Director of Residential Life or the Dean of Students. Students who do not abide by the Warner University Housing Policy will be subject to disciplinary actions.

### ***Other General Policies***

A detailed Residential Living Guide is available. Selected from that publication are some general policies applicable to any resident or non-resident student, guest, or visitor. They are as follows:

#### ***Alcohol, Drug, and Tobacco Free Environment***

Warner University is an alcohol, drug and tobacco free institution. This mandates that there is to be no usage, possession or distribution of drugs, alcohol or tobacco (including hookah and chewable products) or e-cigarette products. Paraphernalia and/or containers of any of the above will be considered evidence of use. Individuals who violate this policy will be subject to disciplinary action.

#### ***Curfew***

At WU, we have self-regulating hours. We encourage students to be responsible in their choices and come in at a reasonable hour. When the residence hall staff becomes aware that a student is not making positive choices in this area, a staff member will talk with the student. The residence halls are locked 24 hours a day, seven days a week with room key access only.

It is expected that Warner University residents occupy and sleep in the rooms and beds assigned to them. Resident Assistants should be told of absences from an assigned room in advance. Ongoing absences from an assigned dorm room will be noted by the Resident Assistant and reported to the Resident Director which could result in disciplinary action.

#### ***Guests***

Guests may stay overnight with the advanced approval of

the Resident Director under the following conditions:

- Request form completed and submitted prior to 8 p.m.
- All roommates agree
- The person making the request is not under academic or disciplinary probation (including Chapel)
- Arrangements have been made in advance with the RA or RD
- The guest must be at least 12 years of age and the same gender as the student making the request

There may be a \$5 charge for nonresident guests who remain overnight. A minimum charge of \$25 may be assessed for unauthorized overnight guests and/or requests made after 8:00 p.m. Any charges are to be paid to the Resident Director in advance, accompanied by the completed form.

Guests are subject to all University regulations. Any violation of the WU Biblical Lifestyle Code could result in disciplinary action against the host. The presence of unauthorized guests could also result in disciplinary action.

### ***Illegal Entry***

Any student who illegally enters another student's room and/or other WU buildings will face University disciplinary action and possible criminal arrest.

### ***Lobbies and Lounges***

Lobbies and lounges are for the use of all residents and should not be monopolized by small groups who make the atmosphere undesirable with loud noise and/or inappropriate behavior. These common areas are to be used primarily for relaxing, socializing and entertaining visitors and friends. Cutting hair and other activities that could cause damage to furniture and carpets are prohibited. VCRs and DVDs may

be connected to lounge television sets with the approval of the RD. Lobby hours are posted in each residence hall.

### ***Open House***

WU residence halls are not co-ed. There are open house hours most days throughout the week and weekend. Specific hours and guidelines will be communicated and posted in the residence halls. Only during these posted times may students of the opposite sex be present in the residence halls, beyond the lobby.

### ***Courtesy Hours***

There will be specific hours of the day (typically later evening hours) that will be posted as a time in which the residence halls should remain quiet for studying and sleeping. It is important no matter what time of day, to be considerate of others living on the hall.

### ***Telephones/Cable***

Cable service is provided in each room. Each room has a phone jack, but students must provide their own telephones. A phone for local calls is located in each residence hall lobby. In addition, a "direct connect" phone is located in each residence hall lobby in order to reach the Security department at any time. On a regular phone, to make on-campus calls, dial the four-digit extension; for local off-campus calls, dial "8" followed by the telephone number; for long distance calls, students must call "collect" or use a calling card. Misuse of telephone or cable services will warrant disciplinary action.

### ***Behavior Expectations***

Certain behaviors are expressly prohibited in the Scripture and therefore are to be avoided by all members of the community. These behaviors include:

- Dishonesty (academic or otherwise)
- Drunkenness
- Inappropriate and immodest dress
- Lying or committing fraud on any level
- Moral impropriety (premarital sex, extramarital sex, homosexual activities, any form of deviant sexual behavior or cohabitation)
- Occult and/or idolatrous practices
- Profanity (cursing, swearing, abusive speech)
- Stealing
- Vulgarity (crude or inappropriate language, music)

While not explicitly mentioned in Scripture, Warner University believes the following represent violations of biblical principles and are unacceptable:

Abortion  
Gambling  
Pornography

In addition to the biblical expectations mentioned above, members of the University community voluntarily commit to abide by the following standards of behavior. These standards are not set forth as an index of Christian spirituality, but rather as **expectations** of the University community.

1. **Alcohol/Tobacco/Drug-** Warner University is an alcohol, tobacco, and drug free institution. Recognizing that the use of tobacco is injurious to one's physical health, members of the campus community will not possess, use or distribute tobacco or addictive inhalents in any form, including e-cigarettes. Also recognizing the potential risk to one's physical and psychological well-being in the use of alcoholic beverages, as well as the significant and negative impact on the campus community, WU community members will refrain from the use of alcoholic beverages. In addition, alcoholic



beverages are not served at any University functions or programs on or off campus. The possession, use, or distribution of illegal substances is also strictly prohibited.

No advertising items such as posters, containers, or clothing, are to be openly displayed. Containers of alcohol, tobacco or drugs found in rooms, automobiles, etc. will be considered a violation of university policy. To obtain the complete policy of Warner University on Alcohol, tobacco and drugs, please contact the Office of Student Life.

2. **Dancing-** In keeping with the tradition of many evangelical institutions dancing is not permitted on campus.
3. **Dating Behaviors-** Conduct in relationships should reflect honesty, respect, responsibility and good taste both in public and in private.
4. **Discrimination-** Each individual is to be regarded as a person of worth and dignity and members of the community are to be sensitive to his or her special needs. Therefore, discrimination against others based on race, national origin, gender, or disability is not acceptable in any form.
5. **Harassment/Sexual Misconduct Policy-** Harassment of any kind is unacceptable at Warner University. Sexual misconduct and sexual harassment in any form will not be tolerated and will be dealt with promptly. The University reserves the right to suspend or dismiss any student who violates this policy. The full text of the policy with complaint procedures is on file in the Student Life Office.
6. **Hazing-** Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student. Warner University holds an anti-hazing policy and any student (or group of students) who violates this policy will be subject to disciplinary action. Neither will any kind of demeaning gesture, threat of violence, verbal or physical attack

directed toward another person be tolerated.

9. **Vandalism-** Respect for personal, institutional and public property is fostered and community members are expected to care for the property of others with the same kind of care they would give their own. Vandalism or damage to property is not permitted.
10. **Concern for Others-** Members of the community are not only committed to abide by the standards of the University as outlined in the *Student Handbook* and the *University Catalog*, but are also expected to contribute to the growth and maturity of others. Members are expected to discipline their own actions by adhering to the principle of consideration of others before themselves.

*You shall love the Lord your God with all your heart,  
And with all your soul, and with all your mind...  
And...you shall love your neighbor as yourself.*

*-Matthew 22: 37-40*

### ***Dress Code Policy***

In keeping with the mission and Lifestyle Values of Warner University the following dress code has been established to reflect standards of modesty, respect of self and others, and growth toward professionalism in the workplace. Warner University dress code expectations are to be followed in all Warner University buildings which function for academics, student services or offices as well as at any Warner University sponsored event. Warner University reserves the right to address nuances to the code on individual bases:

#### **A. Shirts/Blouses/Tops:**

Shirts should be worn at all times in Warner University buildings.

Shirts should be long enough to meet the top of pants, shorts or skirts; no midriff, torso or excessive cleavage should be exposed. Examples of inappropriate shirts, blouses or tops would include, but are not limited to, those that are sheer enough to expose undergarments, are backless, low in the neckline, or are cut/torn open below the arm. Additionally, any message or advertisement on shirts, blouses or tops must be consistent with the lifestyle and mission of Warner University.

#### **B. Pants/Shorts/Skirts**

Pants should be worn consistently high enough to meet the bottom edge of shirts, blouses or tops; undergarments should not be visible on males or females. Shorts and skirts should be long enough to reach the thigh and should not be skin tight. Leggings and tight fitting athletic pants or shorts should be worn with tops which cover the back and behind while sitting or with loose fitting shorts covering them. Cuts or tears that reveal undergarments or skin above the thigh are not appropriate.

#### **C. Footwear**

For the protection of the health and safety of self and others, students are required to wear footwear.

#### **D. Swimwear**

Revealing swimsuits should not be worn by either gender on campus or during a Warner University sponsored event. Ladies' two-pieces are permitted with the exception of string bikinis, thongs or tops exposing excessive cleavage. Men's swimsuits should be trunks or board shorts.

#### **E. Fitness Center and Athletics**

Acknowledgement of the needs of athletes and the discipline of the body allows for minor variations in the fitness center, during practice and in competition. The overall principle of

modesty and respect should govern apparel choices for athletes in cooperation with the Warner University Athletics Department.

The standards of Warner University are the responsibility of all members of our community. Students should expect that faculty members, staff or administration may point out non-conformity to dress code expectations. Faculty or coaches may outline or enforce more stringent dress code expectations in the classroom or on the court/field to meet professional or competitive standards.

### ***Student Grievances***

A directory of appropriate personnel and phone numbers to contact for a variety of concerns or questions is provided to students. For example, if there is a concern or complaint about the Residence Halls, the office and contact number are listed for that concern. For concerns about finances, the department and contact number is listed. Students begin in the office where the concern originates. If the concern can be resolved at that level it is. If it can't, it goes to the Department Director, then through the administrative channels until a resolution is determined. At times, it is necessary to involve more than one department or supervisor in order to resolve the situation.

In the event resolution cannot be achieved through a process within Warner, students may explore registering a complaint or grievance with a state authority. For residential students attending courses in the traditional program on the Warner campus, you would contact the [Florida Department of Education](#). This would be true also for online students in the Adult & Graduate Studies program who reside in Florida. If an online student in the Adult & Graduate Studies program lives outside the state of Florida, the student would contact the [appropriate State Agency](#) where they reside. These links provide

contact information for each state agency as well as to the specific webpage for complaint or grievance procedures.

Unresolved complaints or grievance may also be registered with the [Southern Association of Colleges and Schools Commission on Colleges](#), the regional accrediting agency for Warner. This link takes you to the SACSCOC procedures for registering a formal complaint or grievance.

Warner University takes seriously all allegations, especially those of sexual harassment. Students are encouraged to report, in a timely manner, any conduct that is considered sexually harassing. Complaints of this nature should be reported to the Dean of Students for review.

Grievances involving a faculty and/or staff member will be referred to the Office of Human Resources for review. Faculty and staff will have up to sixty days following an incident to file a complaint with the Office of Human Resources. Students will have up to ten months to file a complaint. In special circumstances time limits may be waived with mutual agreement of campus representatives.

### ***Title IX***

Warner University has a policy of zero tolerance regarding sex discrimination. To file a complaint regarding sex discrimination, including sexual harassment or sexual violence, please contact the institution's Title IX Coordinator:

Mr. Mike Picha, Vice President for Finance and Business,  
Ratzlaff Administration Building, Warner University,  
Office telephone (863) 638-7215,  
Email address, [mike.picha@warner.edu](mailto:mike.picha@warner.edu).

### ***Civic Responsibilities***

Members of the community are expected to be contributing members of both the local and campus community by being responsible citizens. In addition to obeying the local, state, and federal laws, members are expected to adhere to the following:

1. **ID Card-** During registration for classes, the Student Life Office will issue to each student an identification card (ID), to be validated each semester thereafter. The student should carry this card at all times and be ready to present it to any University official who asks to see it. A student will be asked to present the ID card at the following times:
  - To eat in the Cafeteria
  - To attend University-sponsored events/campus activities
  - To check out LRC materials
  - To use Union and Fitness Center facilities
  - To identify yourself to Security or University Personnel
  - To receive treatment in Health Services
  - To use computer lab

A lost ID should be reported to the Student Life Office and a new one secured for a \$10 fee.

2. **Vehicles-** To ensure the safety and security of the campus community, specific rules and regulations have been established and students will be held accountable for proper use of vehicles. All vehicles must be registered and the assigned tag displayed on the vehicle as instructed.
- 3, **Fire Procedures and Policies-** All members of the community are to adhere to the following procedures in case of fire or fire drills (conducted as required by law).

- When the alarm sounds leave the building immediately!
- If possible, close your room door, but do not lock
- Evacuate in a neat and orderly fashion
- Clear the building by at least 75 feet
- Re-enter buildings only after it is cleared by the fire department or Security officials
- Use fire equipment only in case of emergency
- Do not interfere with firemen, fire trucks, or other fire equipment

Anyone not leaving a building during a fire drill is subject to disciplinary action. Incidents, such as tampering with fire alarms, firefighting equipment, smoke detectors, or creating unsafe environments (e.g., open flames), will not be tolerated and will result in **Immediate Disciplinary Action and Possible Dismissal** from the University.

4. **Fireworks, Firearms, and Weapons-** (including any incendiary devices, airsoft guns, pellet guns, BB guns, swords, knives or any realistic representation of such, etc.) are not to be brought to campus. They are not to be in the residence halls or kept in cars at any time or for any reason. Weapons for hunting, etc. must be stored off campus. Any deviation in this policy could result in immediate dismissal from the University.
5. **Illegal Entry-** Individuals are not to enter or occupy facilities, possess or duplicate keys for facilities without proper authorization. All campus facilities are checked and secured by Security personnel throughout the day on a regular basis. Security personnel will continue to check all campus facilities throughout the night as well. Any irregularities or suspicious actions will be investigated, dealt with (if necessary), and reported to

the Dean of Students for appropriate follow up.

6. **Posting of Signs & Notices** -All postings must be approved and stamped by the Student Life Office. Unapproved postings will be removed and discarded. Guidelines are as follows:

- Signs and notices are to be posted only on surfaces specifically designated for this purpose.
- Glass surfaces such as doors and windows, as well as painted surfaces, are not to be used for posting signs and notices.
- Provided bulletin boards, and wood-paneled surfaces may be used provided the appropriate authority has granted permission as follows:
  - Rigel Student Center: Student Life or Enrollment Management
  - Darby Academic Center: Student Life
  - Pontious LRC: Director or Assistant Director
  - Turner Athletic Center: Athletic Director
  - Residence Halls: Resident Director
- All improperly posted notices and signs will be removed and discarded.
- Sidewalk chalk should only be used on uncovered walkways that can be reached by rainfall. No chalk should be used on covered surfaces and breezeways. Writing on campus sculptures, artwork, fountains, etc. is not permitted. The Student Life Office should approve the use of sidewalk chalk.

7. **University Representation**- To properly exemplify the ideals of Warner University, students selected to represent the University



in public functions (athletic, drama, forensics, music, etc) must be regularly enrolled students who meet the following requirements:

- Maintain enrollment in 12 semester hours or more during the semester(s) of representation, unless a graduating senior in the final semester or by special permission of the administration.
- Be in good academic standing with the Office of the Chief Academic Officer.
- Be admitted to a major field of study when 80 or more semester hours are earned.
- Be in good social standing with the Office of Student Life.
- Be in good standing for Chapel Attendance.
- Meet whatever additional qualifications an administrative or academic department may require of students serving under its jurisdiction.

Representing the university is defined as actual participation in an activity that is promoting the institution in public functions. The student might be allowed to attend practice and public events and/or assist with the production of a group's activities as seen to be appropriate by the institutional and program administrators.

8. **Social Media and Online Presence**-Though the University is aware that some students communicate with each other in blogs, Facebook, Twitter and other digital media, the University does not monitor these communications and is not responsible for the contents of them. While the Student Life Office does not specifically seek incidents of policy violations on Facebook, Twitter or any of the various means

of student communications, we will address any incidents brought to our attention whether through Facebook, Twitter or other tools and applications.

## **STUDENT DISCIPLINE POLICIES**

Warner University is committed to a community life characterized by both redemption and discipline. While these two concepts may seem contradictory to some, we believe they go hand-in-hand to achieve mature and responsible growth in individuals. The purpose of discipline in the life of a Christian is to develop a consistent walk with Jesus Christ that ultimately draws others toward a relationship with Him as well. Consequently, a Christian community must be one governed by love and a commitment to see Christ dwell richly in the lives of each member of the community. Each individual should be self-disciplined in such a way that he or she lives in harmony with the community. Attitudes, words and actions should be an expression of the Purpose, Mission, and Biblical Lifestyle Code as set forth within the University community.

### ***Biblical Principles of Discipline***

Individuals should encourage fellow members to uphold the purpose and mission, and to live according to their commitment to the WU Lifestyle. In an event a fellow member is in violation of the purposes and regulations, one or more of the following procedures may apply:

- Individuals should confront one another privately in love and gentleness with a goal of restoring him or her to a right relationship within the community (Matthew 18: 15-17; Ephesians 4: 15; Galatians 6:1-2).

- Should the offender fail to take appropriate steps to correct the apparent misconduct, the friend then takes others recognizing the violation to talk to the offender. In the event, the offender still refuses to rectify the action, the friend, with the offender's knowledge, then reports the action to an appropriate authority. This could be the RA or RD for those living on campus and the Dean of Students for others.

### ***Informal Discipline***

Informal discipline is intended to produce restoration and reconciliation within the community. All members of the community should strive to nurture one another through informal discipline motivated by a heart of love.

Students are encouraged to be accountable and responsible for their actions. Students who, before any administrative knowledge of an indiscretion, come to the Dean of Students for help and/or forgiveness will receive help and/or forgiveness as deemed appropriate by the administrator. This "**growth initiative**" will require the individual to forsake the activity, which has created the rift, and take the necessary steps to be reconciled to the community. The steps necessary for restoration are to be determined by the Dean of Students.

### ***Formal Discipline Process***

We as a University seek to provide a fair process for all students enrolled in our institution. The Resident Director or Resident Assistants will handle minor infractions, such as dress policy, violation of in-hours, trash in the halls, noise-level violations, etc. The Resident Director may also handle cases in which the student offers an admission of guilt and waives his/her rights included in the discipline process. All other community violations which will not

result in dismissal and are not determined to be personal or sensitive in nature will be processed by the Student Life Discipline Committee. Parents, friends, or legal representatives are not allowed to attend any student discipline meeting.

### ***Student Life Discipline Committee***

The Student Life Discipline Committee (SLDC) is comprised of a combination of the following: The Director of Residential Life, The Director of Student Leadership and Community Engagement, one Resident Director (on a rotating basis), 2-3 student representatives, and a faculty member.

### ***Sanctions***

The SLDC will determine from one or more of the following, the appropriate sanctions based on the specific offense and surrounding circumstances. This is considered to be a part of the redemption and reconciliation process. It is our intention to draw one back into the community with the least amount of disruption within the community. These more formal disciplinary measures will be applied in a consistent and fair manner and will include interaction between the individual and the University.

1. **Reprimand**- A documented official warning that continuation or repetition of an inappropriate behavior will result in a more severe sanction.
2. **Restitution**- A requirement to reimburse or otherwise compensate another for damage or loss of property resulting from misconduct.
3. **Fines**- May also be levied for community offenses. The range of fines is \$5-\$100 (plus restitution, if applicable). Fines may be paid by cash, check, debit, or credit or may be charged to the Student account if there is a credit balance on the account.
4. **Loss of Privileges** -A student may lose privileges for a

specified period of time. This action is related to privileges such as residence hall restrictions, University representation, use of facilities, etc. The appropriate staff will monitor students who lose privileges and any violation during that specified time will result in further disciplinary action.

5. **Counseling**-In some cases, counseling may be required with the on-campus counselor or an approved off campus counseling professional. Any financial obligation associated with this sanction is the responsibility of the student.
6. **Loss of Scholarship** -A student could lose scholarship monies and/or awards for violation of commitments (lifestyle, housing, etc).
7. **Campus Restitution**- A student may be directed to complete a specified service, task, or number of service hours for the University or civic community. The details will be determined at time of violation.
8. **Disciplinary Probation** -A disciplinary status permitting the student to remain in school under specific terms designated by the Dean of Students. A student on disciplinary probation may not represent the University in any manner (athletics, music groups, etc), hold any class, club, student body office, or receive any awards or recognition.
9. **Suspension** -An action that separates the student from the University for a specified period of time. During the suspension period, a student must have permission from the Dean of Students to visit the campus. Suspended students on campus without permission will be subject to further disciplinary action.
10. **Disciplinary Dismissal**- An action by the Dean of Students that separates a student from the University for an indefinite period. The conditions for readmission (if any) will be stated in

the order of expulsion. A student who has been dismissed must leave the campus within 24 hours after notice of termination is received unless approved arrangements have been made with the Dean of Students.

11. **Summary Dismissal-** Warner University reserves the right to summarily dismiss any student who is engaging in or has engaged in activity that is causing immediate harm to the University community. A student summarily dismissed shall leave the campus immediately. The President of the University or the President's designee shall make all decisions regarding summary dismissal.

### ***Appeals Process***

Every student has the right to apply for one appeal. All appeals must be made within 24 hours of receipt of a decision. The application for an appeal must be in written form and include an explanation for the basis of the appeal. A student who has been summarily dismissed may appeal in written form to the President of the University.

The University reserves the right to refer any discipline situation directly to the Dean of Students when deemed necessary. The Dean of Students serves as the Appeal Officer in cases originating with the SLDC. In cases which the Dean of Students is the originating discipline officer, the President of the University will serve as the Appeals officer. The decision by the respective Appeals officer is final.

### **CAMPUS SAFETY AND SECURITY SERVICES**

A Security officer can be reached 24 hours a day, 7 days a week at 7232 from any campus extension or (863) 638-7232 from any telephone.

## **Parking**

All vehicles are to be parked in the spaces and/or areas assigned. Vehicles parked in unauthorized areas, parked improperly or without a current parking permit (registration sticker or tag) may warrant disciplinary action and/or fines.

## **Vehicles**

In order to assure safety and security for all, some specific rules and regulations accompany the use of vehicles on campus. They are as follows:

1. Every student operating a vehicle must have the state required liability insurance.
2. All motor vehicles must be registered with Campus Safety and Security during the first week of school, or within 48 hours of securing a vehicle. A University parking permit is to be displayed on the rearview mirror at all times. If a student secures another vehicle or if their permit is lost or stolen, the vehicle must be re-registered.
3. Speed is not to exceed 15 mph on campus.
4. Parking lots are not to be used for major vehicle repair without the permission of the Dean of Students and/or Maintenance Supervisor.
5. Inoperable vehicles must be registered with Campus Safety and Security and be parked in an out-of-the-way parking area. They must be removed from the campus parking lot within two weeks of the end of the academic year or the last term of part-time/full-time attendance of the owner.
6. Designated Fire Lanes around buildings must not be occupied or blocked at any time.
7. Warner University is not responsible for vandalism or theft of student vehicles.

For further information regarding campus safety, please stop by

Student Life or go to the Security webpage.

## **COMPUTER USER CODE OF CONDUCT**

### ***Computers***

**The Pontious Learning Resource Center (LRC)** has computers available for general use during open hours.

### ***Acceptable Use***

Computers and network resources are to be used primarily for academic study, but may be used to facilitate communication among students, staff, faculty, administration, family and friends. All communication and language should reflect the standards and mission of the University.

Only computers designated as primarily student-use computers may be used by students, unless a student is in the position of student-worker for a department. These student-use computers are the RSC lab computers, the library computers in the reference area, Career Center student computers and the career center student computers. You will be able to identify these computers by the desktop message that explains the saving of documents on disks and thumb drives.

### ***Unacceptable Use***

Examples/Uses (not comprehensive) that would constitute a violation include:

- Reception or display of pornographic images
- Display of images, sounds or text which could create an atmosphere of discomfort or disrespect for others
- Intentional misuse or destruction of computer hardware, software, or data belonging to the University or another



- Libel or slander
- Unauthorized access, or attempting to access, University information, computer records, another's data or information without proper authorization
- Obtaining, possessing, using, or attempting to use someone's password without proper authorization
- Sending forged messages under someone else's name
- Using bulk e-mail for advertising, business, etc.
- Sending abusive or hate e-mail
- Making copies of licensed software without proper authorization
- Sending a crippling number of files across the network, or releasing a virus, worm or other program that damages or harms a computer or the network
- Preventing others from accessing services
- Disrupting or unauthorized monitoring of electronic communications
- Saving personal data files on Warner University Computers not designated as student-use computers (i.e. staff, faculty, student-worker computers)

The ITS department will not be held responsible for ensuring the safety of these files in case of upgrading to a new computer or data recovery due to computer failure. If computer performance is hindered by such files, ITS staff will allow you to remove the files yourself by offloading to thumb drive or CD if this can be done within a reasonable amount of time based on the nature of the job being completed. If such files are found to violate acceptable use policies or the Warner University Biblical Lifestyle Code, the files must be turned over to the Office of Student Life.

### ***Institutional Policy***

The Internet is a global information resource that enables the

University to provide information beyond the confines of its own collection. The Internet allows users to connect to outside networks or resources allowing access to ideas, information, and commentary from around the globe. The University Internet access is intended primarily as an information resource; however, it is an unregulated medium. As such, while providing access to a wealth of material, the Internet also enables access to materials that some users may find controversial, offensive, disturbing or illegal. Electronic databases and other technologies as they develop are regulated by outside organizations, not by Warner University.

The University assumes no responsibility for any damages, direct or indirect, arising from its connection to the Internet. The University makes no guarantees, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all the information available via the Internet is accurate, current, or complete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet. The University will make every effort to ensure the use of the Internet is consistent with its Mission, the WU Biblical Lifestyle Code, and Academic Honesty policies. This policy statement is in compliance with the guidelines established by the service provider contracted for computer and network services with WU.