

John Wesley University Student Handbook

2016-2017 Academic Year

CAMPUS PHONE NUMBERS

Campus Security 336-689-3455

Student Services Office: 336-821-2474

University Chaplain: 336-821-2477

UNIVERSITY HOURS

Academic Year Hours: Monday-Thursday: 8:00-5:00, Friday: 8:00-4:00

Summer Hours: Monday-Thursday: 8:00-4:00, Friday: 8:00-1:00

Anonymous Hotline Number: 336-821-6296

(You may report incidents or information anonymously through the above hotline number.)

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DISCLAIMER

The information in the John Wesley University Student Handbook for 2016-2017 is current as of 8/30/2016. However, due to living in a changing environment minor changes may be made. This Student Handbook does not exist as a contract between the student and John Wesley University. Even so, it is the student's responsibility to be aware of and to abide by policies and procedures of the institution, as well as any additions or corrections that are announced through the various communication channels of the University.

John Wesley University reserves the right to change or add any policy at any time when, in the discretion of the Board/Administration, it is determined to be in the best interest of the University.

MISSION STATEMENT

John Wesley University is a comprehensive Biblical University rooted in traditional Christian values and committed to educate lifelong learners for ministry in the marketplace, society and world. We seek to provide an atmosphere that encourages intellectual development, spiritual maturation, and professional competency.

DOCTRINAL STATEMENT

John Wesley University is an interdenominational Christian University, which teaches the fundamental doctrines of evangelical Christianity. John Wesley University operates in accordance with the following beliefs:

1. We believe that there is one living and true God, an eternally existent spiritual Being of absolute knowledge, power and goodness; Creator and Preserver of all things visible and invisible; that in the unity of this Godhead there are three persons of one substance, power, and eternity, who are Father, Son, and Holy Spirit.
2. We believe that Jesus Christ is the second person of the triune Godhead; that He is eternally of one substance with the Father; that He became incarnated by the Holy Spirit and was born of the Virgin Mary, thus uniting in one perfect nature Godhood and manhood, very God and very man—the God-man, Jesus Christ.
3. We believe in the personality and deity of the Holy Spirit; that He did proceed from the Father and the Son, and is the third person of the triune Godhead, of one substance, power, and eternity with them; that He is present with and active in the Church, convicting the whole world of sin and righteousness and judgment.
4. We believe that the sixty-six books of the Old and New Testament, which the Church has universally accepted as the Holy Scriptures, were given by divine inspiration and constitute the revealed and infallible Word of God as the only supreme, sufficient, and authoritative rule of faith and practice. We believe that the Holy Spirit who motivated men of God to speak through the written word has providentially guarded the integrity of the message and continues to illumine the hearts of those who read, that they may understand God's redemptive plan.
5. We believe that man was a special creation by God but that he forfeited his first estate and is very far fallen from original righteousness; and because of the corruption of his nature as received from Adam and he is continually inclined to evil.
6. We believe that Jesus Christ died for our sins. By the shedding of His blood, He made atonement for the sins of all mankind; this atonement is the only ground of salvation. We believe in Christ's bodily resurrection from the dead; He ascended into Heaven, to the right hand of the Father and is there engaged in intercession for us.
7. We believe that penitent sinners are justified before God only by faith in Jesus Christ; at the same time, they are regenerated and adopted into the household of faith, the Holy Spirit bearing witness with their spirit to this gracious work. This is sometimes called implicit or initial sanctification.
8. We believe that entire sanctification is that act of God by which believers are made free from original sin and brought into a state of complete devotion to God. We further believe that this work is accomplished by baptism with the Holy Spirit, Who bears witness. We also believe that while the

approach to this state may be more or less gradual, the actual experience of entire sanctification is consummated in an instant and the life that follows should experience the fullness of the Holy Spirit and a continual maturing of the Christian graces.

9. We believe that Christians are called to be holy in all manner of living so that any conduct contrary to this rule of Scripture is not only repugnant but is also inconsistent with a true Christian profession.

10. We believe in the holy universal Church; that it is composed of all true believers in Jesus Christ, regardless of race, creed, sex, or national origin; that it is for the maintenance of worship, the edification of believers, and the proclamation of the Gospel to the whole world.

11. We believe in the imminent, personal return of Jesus Christ to this world to establish His kingdom, to rule in righteousness, and to judge all people.

12. We believe in the bodily resurrection of the dead; that the bodies of the just and unjust shall be reunited with their spirits; that everlasting life is assured to all who believe in and follow Jesus Christ, and the finally impenitent shall go away into everlasting punishment in hell.

STUDENT RIGHTS AND RESPONSIBILITIES

Participation in the John Wesley University community entitles one to certain rights but also obligates one to accept the responsibilities that accompany such privileges. Generally, the rights and responsibilities of students are published in the Student Handbook, Academic Catalog and other documents distributed by specific offices such as Financial Aid. The University expects students to familiarize themselves with the basic information provided in these documents as they provide the guidelines for the relationship that exists between the student and the University. By accepting admission to John Wesley University, students agree to respect the regulations and appointed leadership of the institution. All regulations are designed by the University faculty and administration to facilitate and enhance the fullest liberty for academic, social, and spiritual development within the academic community, while at the same time promoting the general welfare of the entire campus community.

The Student Handbook identifies certain minimal behavioral standards for all John Wesley University students. Violations of these expectations result in a response by the University to protect the community. We expect those who choose to be part of the University community to exemplify these traits at all times. In this way, our community can function with civility and respect for our school and each other.

As a member of the John Wesley University community, students are entitled to the following privileges:

- Every student has the privilege of expression, access, freedom from discrimination on the basis of gender, race, ethnicity, or socioeconomic status, a safe environment, disciplinary grievances, personal growth, prompt response from administration, and clear academic and administrative policies.
- Every student has the privilege and opportunity to pursue his/her chosen course of study with the understanding that the University's policies, regulations, and procedures will be followed.
- Every student has the privilege and opportunity to participate in the Student Government Association, as outlined in the Constitution of the Student Government Association.
- Every student has the privilege and opportunity to be a participant in the various academic, spiritual, social, and recreational activities planned by the SGA or University, except where disciplinary action has been taken by the appropriate University authorities.

- Every student will be given the opportunity periodically to complete an anonymous survey to evaluate the work of the University's professors and administrative staff. There will also be space provided where students can anonymously express any opinion that he/she feels is constructive regarding opportunities for improvement for any aspect of the University.

The University and the Law

In keeping with scriptural admonitions to bring ourselves under the authority of the government, members of the John Wesley University community are expected to uphold the laws of the local community, state of North Carolina, and the United States government. Any violations of federal, state, or local laws, may be referred to the appropriate law enforcement officials.

Timely Warning Notification

John Wesley University issues timely warning notices for Clery crimes that occur in our geography and pose a serious or continuing threat to students and employees. The warnings are timely, withhold the names of the victims as confidential, and may aid in the prevention of similar occurrences.

These warnings may be made by e-mail and / or text messaging, along with local news services determined by each circumstance.

Title IX Compliance

The Executive Director of Human Resources Coordinates Title IX Compliance at John Wesley University. In this capacity, the director is responsible for administration and coordination of John Wesley University's Title IX-related policies, programs and compliance efforts.

ACADEMIC LIFE

Academic Integrity

Every student at John Wesley University is expected to be committed to honesty in all aspects of his/her life. Breaches of academic integrity at John Wesley University include, but are not limited to plagiarism, cheating, collusion, and property violations. Students involved in any of the former will be subject to disciplinary action. Likewise, any student who knowingly assists another student in any form of dishonesty also is deemed guilty and will be subject to disciplinary action.

Plagiarism- The practice of taking someone else's work and passing it off as one's own. This occurs when a student submits work without the intention or attempt to credit part or all of a written or spoken statement derived from a source. Sources include, but are not limited to the internet, books, speakers, and magazines.

Cheating- Includes, but is not limited to the following:

- The use of unauthorized information during an examination of any kind

- Submission of someone else's ideas or work as one's own
- Competing academic work for another student to submit as his/her own
- Submission of the same or similar work in two or more classes without the approval of the instructor involved.

Collusion- Includes, but is not limited to the following:

- Entering into agreements or conspiracies for fraudulent reasons
- Discussing the content of an examination with another student who will take a similar examination in the same class
- Forgery for purposes of deception

Property Violation- Includes, but is not limited to the following:

- The misappropriation of patents, copyrights, trademarks, etc.
- Securing information from the internet or similar resources without paying the required fees
- Destruction or corruption of information technologies intended for common use or library resources
- Forgery for purposes of theft

Conduct

Members of the University Faculty establish campus-wide policies for classroom conduct, tardiness, and absenteeism. Rude or divisive activity will not be tolerated on campus. Courteous attention should be given at all times to professors and/or students who are speaking in classes or chapel services. Children of students are not permitted in the classroom with their parents, except by special permission of their instructors. Audio/visual equipment in the classrooms is not to be removed by students, except under the direct supervision of a member of the faculty or staff. Cell phones must be turned off while attending classes and chapel services.

Videotaping

Students are prohibited from videotaping or recording any faculty member or fellow student in private, or in situations where privacy is implied, without notifying the person in advance they he/she is being recorded.

Retroactive Grade Change Policy

A retroactive grade change is a change in an officially recorded grade. A grade becomes officially recorded when the Registrar so stipulates. Except to correct clerical errors, a retroactive change is an extraordinary action and is granted only in the most compelling circumstances. Such changes will involve the instructor and the Academic Committee.

Student Records

John Wesley University follows the policies set forth by the Family Educational Rights and Privacy Act (FERPA) of 1974 relative to student rights and restrictions regarding the maintenance, inspection, and release of student records. The following definitions are used in reference to student records.

Student – Any person who attends or has attended John Wesley University.

Education Record – Any record (in handwriting, print, tapes, film, or other medium) maintained by John Wesley University or an agent of the University that is directly related to a student, except:

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any person except the maker's substitute.
2. An employment record of an individual, whose employment is not contingent on the fact that he/she is a student, provided the record is used only in relation to the individual's employment.
3. Alumni records that contain information about a student after he/she is no longer in attendance at the University, and the records do not relate to the person as a student.

Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request to the appropriate University staff member.

- Students should submit a written request to the appropriate University staff member that identifies the record they wish to inspect.
- The appropriate University staff member will make the needed arrangements for access to the requested records as promptly as possible and will notify students of the time and place where the records may be inspected. Access must be provided to students within 45 days or less from the date of receipt of requests.
- When a record contains information about more than one student, students may inspect and review only the records that relate to them and not to another student.

Correction of Educational Records

Students have the right to ask that records they believe are inaccurate, misleading, or in violation of their privacy rights be corrected. The following are the procedures for the correction of records:

A statement setting forth reasons for disagreeing with the current record must be submitted in writing by the student to the appropriate University staff member.

1. The statement setting forth reasons for disagreeing with the current record will be maintained as part of the student's permanent education records. If John Wesley University discloses the contested portion of the record, it also must disclose the statement.
2. If John Wesley University decided that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student in writing that the record has been amended.
3. If John Wesley University does not decide that the information is inaccurate, misleading, or in violation of the student's right of privacy, the student will be notified in writing of the decision not to amend the record. The student has a right to request in writing a hearing concerning the University's decision.
4. If the student requests a hearing, a hearing officer who is a disinterested party will conduct the hearing; however, the hearing officer may be an official of the University. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. One or more individuals may assist the student, including an attorney.
5. John Wesley University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence that is presented and the reasons for the decision.
6. If John Wesley University decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the decision of the hearing.
7. The student's statement commenting on the decision of the hearing will be maintained as part of the student's permanent education records.

Disclosure of Educational Records

John Wesley University will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have legitimate educational interest in the records. The following are criteria used by John Wesley University to define who is a University official and what is a legitimate educational interest:
 - A person employed by the University in an administrative, supervisory, academic, research, or support staff position.
 - A person elected to the Board of Trustees.
 - A person employed by or under contract to the University to perform a special task, such as an attorney or auditor.

A legitimate educational interest is defined as:

- Performing a task that is specified in his/her position description or by a contract agreement.
 - Performing a task related to a student's education.
 - Performing a task related to the discipline of a student.
 - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
2. To certain officials of the US Department of Education, the Comptroller General, and state or local educational authorities relative to specific state- or federally-supported education programs.
 3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 4. If required by a state law, requiring disclosure that was adopted before November 19, 1974.
 5. To organizations conducting certain studies for or on behalf of the University.
 6. To accrediting organizations to carry out their functions.
 7. To parents of an eligible student, who claim the student as a dependent for income tax purposes.
 8. To comply with a judicial order or a lawfully-issued subpoena.
 9. To appropriate parties in a health or safety emergency.

Record of Requests for Disclosure

John Wesley University will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. Eligible parents or eligible students may review the record.

Right of University to Refuse Access

Permission will not be granted for a student to inspect the following records:

- The financial statement of the student's parents.
- Letters and statements of recommendation for which the student has waived his/her right of access.
- Letters or statements of recommendation that were placed in the file before January 1, 1975.
- Records connected with an application to attend John Wesley University or a component unit of John Wesley University, if that application was denied.

- Those records that are excluded from the FERPA definition of education records.

Refusal to Provide Records

John Wesley University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

- The student has an unpaid financial obligation to the University.
- There is an unresolved disciplinary action against the student.
- There is an unresolved problem with library resources.

Fees for Copying Records

No charge for first copy – additional copies will be \$5.00 each.

Record Information:

<u>Types</u>	<u>Location</u>	<u>Personnel</u>
Admissions Records	Office of Admissions	Director of Admissions
Cumulative Academic Records	Office of the Registrar	Registrar
Financial Records	Business Office	Business Officer
Financial Aid Records (5 years following last enrollment)	Financial Aid Office	Financial Aid Officer

Progress Records

Department Chair

Professor

Disciplinary Records

Office of Dean of Students

Dean of Students

Occasional Records

The appropriate official (Student Staff will collect such education records not included records, direct the student in the types listed above such as to their location, or minutes of meetings, otherwise make available correspondence, etc.) for inspection and review.

SPIRITUAL LIFE

John Wesley University is committed to the spiritual development of every student. The goal is that every John Wesley University student will move toward transformation into the likeness of Christ by the renewing of their minds (Romans 12:2). John Wesley University students are strongly encouraged to participate in a variety of discipleship-development disciplines throughout their university career, with the intention that these practices become lifelong habits.

Chapel Attendance

Chapels are a vital part of campus life shared by the entire John Wesley University Community. Chapel services will be held each week throughout the semester. Days and times for chapel will be emailed and posted in the Carter Administration Building. All students residing in campus housing are required to attend 80% of chapel services offered during each semester. Attendance will be taken at every chapel. Commuter students who have class directly before or after chapel are expected to arrange their schedule so that they may also attend 80% of chapel services. Failure to meet the required attendance standards may result in loss of campus housing or the university may not release student grades/transcript until sufficient make-up attendance can be completed.

Any students who are looking to get involved in chapel services, either through volunteering or employment, should speak with the University Chaplain.

Chapel Services are in no way intended to replace an individual's home church attendance. Students looking for a local church may contact the University Chaplain for direction toward a fitting church community.

Christian Service

Full-time students (enrolled in a minimum of 12 semester hours of credit per semester) are required to enroll in and complete 4 credit hours of Christian Service by the intended date of graduation. 30 hours of service is equivalent to 1 Christian Service credit hour. Students are responsible for finding service opportunities.

SOCIAL LIFE

Courtesy

Social life is expected to be a life that exalts God and honors fellow men. Students are expected to maintain a high scriptural standard when interacting with others, whether interacting with the University's administration, faculty, staff, guests, or fellow students. The rights and personal property of others are to be treated with respect and dignity (Philippians 2:3-4).

Dress and Appearance

Dress is a means of honoring God (Romans 12:1-2). The concern of the University is based on the Christian value of modesty, as well as preparation of professional men and women for ministry and leadership. With those ideas and concepts in mind, students are encouraged to dress in a way that shows respect for one's own body as well as for the other brothers and sisters in Christ that attend John Wesley University. Additionally, hats are not permitted in classrooms or chapel services. In general, students are discouraged from wearing clothing that would be inappropriate for this community (i.e. tattered, torn or excessively cut, contains profanity, vulgarity, discriminates against any gender, religion or race, reveals cleavage, is excessively short or tight, shows mid-riff or undergarments or is sexually suggestive).

Students who attend classes or chapel in clothing that is not acceptable as outlined above may be asked to leave said event by a member of John Wesley University faculty or staff. Absence due to inappropriate clothing will be considered an "unexcused absence" and students will be responsible for the consequences therein.

Dating and Behavior with the Opposite Sex

Dating relationships for John Wesley University students are expected to be prayerful, pure, and respectful, recognizing that everyone is a person of dignity created in God's image (Gen. 1:27). When a

student is in the residence of a student of the opposite sex on campus, he/she is to remain in the kitchen or living room area.

Human Sexuality

Students are expected to abide by the biblical standard of human sexuality. The Bible places sexual activity within the framework of a lifelong monogamous marriage for the purpose of procreation and as a gift from God to be enjoyed. All other sexual arrangements are considered to be unbiblical, unhealthy, and prohibited (Genesis 2:21-24; Proverbs 7:4-27; Matthew 19:4-6; Romans 1:24-27). No student is permitted to view or to have in their possession any form of pornographic materials on or off campus. Any student who feels they are struggling with his/her sexuality should contact the University Chaplain immediately for assistance.

Entertainment

John Wesley University expects students to avoid all forms of entertainment that undermine God's standard of holiness of heart and life. This includes, but is not limited to, any form of media that features or promotes violent, sensual, or pornographic images. All entertainment should meet scriptural standards. "Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things" (Philippians 4:8, NIV).

The University provides free wireless access to the Internet inside the Carter Administration Building and in student housing for students living on campus. The University does not condone the use or distribution of any internet materials that are defamatory, abusive, obscene, racially offensive, or illegal. Students who knowingly access, download, or distribute such materials will be subject to disciplinary measures that may include the loss of Internet and email privileges, other restrictions, fines, or expulsion. The University reserves the right to track and monitor usage and content on its network.

CAMPUS LIFE

Campus Resources

Counseling Services

Personal counseling is available in a confidential, Christian atmosphere. The service is available without cost to any student desiring help in the clarification and resolution of issues that may interfere with a successful university or life experience. Many of the University's personnel are available to students to assist with the resolution of problems or issues.

The University also partners with "Restoration Place," a professional counseling organization in Greensboro. Students wishing to receive extended services at "Restoration Place," may speak with the

University Chaplain and arrange an appointment. The University will pay \$50 towards counseling appointments at “Restoration Place” that are not covered by the student’s insurance. Students are responsible for contacting and paying any related fees for the services of a licensed Christian Counselor beyond this effort.

Academic Counseling

For questions concerning academics or ministry careers, students’ academic advisers and professors will assist students.

Temple Library

Our library uses an OPAC (online public access catalog). You may access our catalog from any computer connected to the internet, by opening the University’s web page at www.johnwesley.edu. Simply click on the access catalog online link that can be found on the Temple Library page. The collection is classified according to the Library of Congress Classification System.

- *Library Web Page*

You may access our web page from any computer connected to the internet by opening the University’s web page at www.johnwesley.edu/academics and click on Temple Library link.

- *Reserve Materials*

Reserve materials are circulating materials that have had their circulation period restricted. Textbooks for classes are automatically placed on reserve. Faculty members may request certain items be placed on reserve.

- *Resource Sharing*

The Temple Library is a member of the Carolinas Theological Library Consortium. This consortium provides a broader collection of support material than is housed in the John Wesley University library. Students with a valid ID can access any of the libraries of member schools.

The Library is also a member of Lyrasis, which provides access to the WorldCat. Library users may search www.worldcat.org to locate materials. Students finding resources on WorldCat may request an Interlibrary Loan. See a member of the library staff to find out how to access these materials.

- *Policies*

University users are limited to John Wesley University students, staff, and faculty.

Materials available for circulation must be signed out using a valid ID containing a bar code.

University users are limited to twelve books, twelve audios, and five videos per check out.

Damage to library-owned materials while they are in your possession will be evaluated and you will be notified of the need for replacement and/or repair costs, as well as any processing fees.

Fines increase on a per-day, per-item basis. After three notices issued by the library regarding fines or fees that are due, borrowing privileges may be suspended until all materials are returned and adequate payments have been made. Appropriate offices of the sponsoring institution also will be notified by the library staff.

Library Hours

Days and hours of operation will be posted at the entrance to the library. The library will be closed for all chapel services. Changes in the schedule for holidays, breaks, and the summer months also will be posted at the entrance to the library. Please see the librarian for any "special needs."

Copy Machine

A copy machine is located in the stack room of the library near the exit doors. It is coin operated and takes nickels, dimes, and quarters. Library staff can help you with change. No student is permitted to use faculty/staff copy machines at any time for any reason.

Computer Lab Policies

These policies are to be considered a work in progress. Due to technical limitations (i.e., hard drive space, CPU speeds, software/hardware conflicts, personnel, etc.), it is vital that we work together by carefully following these policies.

1. Usage: Limited to people who are participating in University-sponsored programs.
2. Software: Only software purchased, licensed, and/or in sole possession of John Wesley University may be used in the computer lab. Any other software constitutes a violation of copyright laws. Individuals, including faculty, staff, and students, should not attempt to install any software without proper authorization.
3. File Storage: All files should be saved to a thumb or flash Drive. Any files saved to the hard drive may be deleted at any time.
4. Printing:
 - Printing in the LAUREL U lab is limited to class assignments and materials.

- Students should NOT use the printer as a copy machine. Multiple copies (more than two) of any document should be made on a copier.
- Avoid clicking more than one time on the printer icon because doing this can send multiple copies to the printer and unnecessarily waste paper and ink.
- Network printing is slower than regular printing; please wait patiently for your job to print (especially for Internet pages).
- Do not leave the lab until all of your print jobs have completed printing or until you have notified the appropriate library staff of any printing problems.

Computer Lab Acceptable Use Policy

John Wesley University's Internet connection has been established with the belief that information and interaction available on the worldwide network are valuable additions to educational resources. All use of the Internet must be in support of education, research and enrichment and consistent with the mission of John Wesley University. Use of the Internet is a privilege and not a right; inappropriate use will result in cancellation of this privilege. If your rights are ever suspended, you may be required to pay a re-instatement fee of \$50. Transmission of any material in violation of any law or regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, use for commercial activities by for-profit institutions and use for product advertisement or political lobbying.

The intent of this policy is to ensure that all users of the John Wesley University Internet connection are consistent with the goals and educational philosophy of the school and its mission. Basic tenets of the policy are:

Personal Responsibility

As an internet user at John Wesley University, it is important that you manage your own activities involving network and internet access in a manner that is always safe, responsible, and constructive. However, the University will monitor the use of the internet and will take reasonable measures to insure its use by students is consistent with this policy.

Network Etiquette

Rules of network etiquette include, but are not limited to, the following:

- Courtesy – Do not send abusive messages to anyone.
- Appropriate Language – Do not swear, nor use vulgarities or any other inappropriate language.
- Privacy – Do not reveal your personal address, telephone, credit card numbers, or any such personal information for anyone else.
- Connectivity – Do not use the network in such a way that it will disrupt the use of the network by others.

Copyright

Copyrighted information transmitted through the Internet is subject to the same copyright laws as the laws that govern non-electronic data. Therefore, users must respect the legal protection provided by copyright and license to programs and data. Violation of these protections will be viewed as theft.

Vandalism

Vandalism will result in cancellation of your privileges, including, but not limited to, the uploading or creation of a computer virus or any activity that intentionally corrupts individual programs, data, or the network. Vandalizing another student's files will be considered theft and will be treated as such under school policy.

Passwords

You must not give your account name or password to anyone else for any reason. Password security is your responsibility. If you use another student's password without permission, this action will be considered theft and will be treated as such under the disciplinary rules of the school. Your rights to use the campus computer system may be suspended or even terminated. You may request to have your password changed any time you feel security has been compromised.

Unauthorized Use

You should report any suspicion of unauthorized use of your account or any other account to the Director of Information Technology. Your password will be changed immediately to prevent further misuse.

Privilege

Use of the Internet is a privilege and not a right; inappropriate use may result in cancellation of your privilege. If your rights are ever suspended, you may be required to pay a re-instatement fee of \$50.

Social Media

Students of John Wesley University represent our school in the community and around the world. Students are expected to use their social media with integrity and in a professional manner. Any student whose social media is deemed inappropriate by the Office of Student Services or any university office will be subject to disciplinary measures.

Campus Facilities

The Foundry

The Student Center is available to students unless the room has been reserved for a scheduled event. The Student Center is furnished with a television (local reception only), a sitting area, and game tables for ping pong (table tennis), air hockey, and foosball (table soccer). Students desiring to use the Student Center for group activities should make reservations through the Office of Student Services.

First Aid

A first aid kit for minor injuries or illnesses is available at the receptionist's desk. Additionally, Resident Assistants will have first aid kits available. Students, visitors, employees, or guests of the University that are injured on campus will be required to complete an "Accident Report Form" located in Human Resources. The completed form should be returned immediately to Human Resources. If the injury appears to be serious, the victim should not be moved. Call 911 for assistance and then notify a Resident Assistant.

Fire Alarms

Located on each floor of the Carter Administration Building and on both levels of the Shufelt Residence Hall, fire alarms are to be used for emergency purposes only. Use of fire alarms for pranks or non-emergency situations is a violation of federal, state, and local laws, and will result in disciplinary action that may include dismissal from John Wesley University.

Campus Regulations

Parking and Traffic Regulations

- Parking and driving regulations are in effect year round.
- North Carolina traffic statutes are enforced for all drivers on the University's campus.
- Maximum speed permitted on campus is 15 miles per hour (mph).
- Vehicles, including motorcycles, motorbikes, and mopeds, will be operated only on motor vehicle thoroughfares.
- Operating a motor vehicle in an unsafe or reckless manner will be considered grounds for revocation of campus driving privileges.
- Parking is permitted only in designated parking Student Overflow and Visitors.
- Respect must be given to all time-limited parking zones.
- Students living on campus may have no more than 1 vehicle on campus at any time.

Vehicle Violation Fines

- Parking violation - \$10.00
- Unsafe or reckless driving violation - \$15.00

- Fines must be paid in the Business Office within seven (7) working days after issuance of the driving/parking violation; failure to pay fines will result in an additional \$5.00 administrative fee and/or loss of campus driving privileges.

Weapons Policy

Possession of use of a weapon, as defined by State law, on University premises or at University sponsored or University-supervised functions, is prohibited under North Carolina G.S. 14-269.2 This includes carrying: any gun, rifle, pistol, any BB gun, stun gun, air rifle, air pistol, or other firearm, dynamite cartridge, bomb, grenade, mine, tear gas or powerful explosive, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property.

Any violation of the above standards is a violation of state law and the John Wesley University Student Code of Conduct and Employee Policies.

Sexual Misconduct

The term “sexual misconduct” is a broad continuum of sexually violent and abusive behaviors that includes but is not limited to:

- Rape
- Sexual assault
- Drug facilitated sexual assault
- Stalking
- Sexual harassment
- Sex trafficking (also known as commercial sexual exploitation)
- Sexual bullying/intimidation

The judicial system might use other terms, or may define these terms differently. Sexual misconduct is defined as rape or any physical act of a sexual nature perpetrated against an individual without consent or when an individual is unable to freely and willingly give consent. The definition of sexual misconduct does not require a person who is the object of sexual aggression to physically or otherwise resist a sexual aggressor.

Sexual Harassment

Subtle or blatant behavior in the form of sexual advances, any physical conduct of a sexual nature, or any request for sexual favors is illegal. Students who have concerns about sexual harassment on campus should contact a member of the Office of Student Services immediately. Any student, staff, or faculty member found guilty of sexual harassment will be prosecuted to the fullest extent of the law.

Sexual Assault

Rape of any form, sexual assault, and sexual abuse are criminal offenses subject to prosecution under the law. If a student has been assaulted or if a student becomes aware of an assault on campus, the student should follow these guidelines immediately:

- As soon as possible, call the police using 911.
- As soon as possible, contact the Marc Cutrell, Dean of Students at (Office) 336 821-2472 or Cell # 336 689-3455.
- Or any University official.
- The victim of a sexual assault should not shower, bathe, douche, or use mouthwash before receiving medical attention.
- Clothing worn at the time of the assault should be saved for evidence.
- Victims are strongly encouraged to seek support from a relative, pastor, Christian counselor, trusted friend, Dean of Students, or from Student Services.

NOTE: Reporting the assault does not obligate the victim to press charges against the assailant.

Drug, Alcohol, and Tobacco Policy

The following guidelines must be followed by all John Wesley University students while on the campus:

- John Wesley University is a smoke-free, alcohol-free, and drug-free environment.
- No one under the influence of alcohol, illegal drugs, or narcotics is allowed on campus.
- No one shall own, possess, use, transport, distribute, manufacture, or sell any illegal or controlled substance, as defined by the North Carolina General Statutes found in 21U.S.C. Subsection 812.
- Medication prescribed and used according to directions by a registered physician is permitted.
- The use of addictive substances, such as narcotics, pain medications, and alcoholic substances, in a social and recreational context is forbidden for John Wesley University students.
- The use of tobacco products on the University's campus is forbidden. Tobacco-less devices, including, but not limited to vape pens, hookah, and e-cigarettes are not permitted on campus.

- Any drug or alcohol related paraphernalia, including, but not limited to shot glasses, wine glasses, empty alcohol bottles, bong, funnels, posters promoting drug/alcohol use etc. are not permitted on campus.
- Any student who is struggling with substance addiction should immediately contact a member of the Office of Student Services for assistance.

CAMPUS HOUSING

Application Process

Housing is assigned each semester on a first-come, first-served basis. Completing the “Housing Application Form” (available in the Admission's Office or at johnwesley.edu/campus-housing) and paying the non-refundable housing deposit of \$100.00 for single-student housing is required in order to be considered for housing. Priority is given based on the date by which the deposit and application are completed. Any student who applies for housing and later decides not to live on campus will be required to pay half of the semester’s rent for breaking the lease.

Housing Policies

Housing is not guaranteed; the University reserves the right to make exceptions, change policies, and/or give special consideration in unusual circumstances. John Wesley University reserves the right to deny housing to any applicant. The following standards for assignment apply:

- A student must be accepted for enrollment at John Wesley University before campus housing is made available to a prospective student.
- Students may reside in campus housing a maximum of eight (8) semesters, not including the summer months from the middle of May to the middle of August.
- Students must maintain a minimum of twelve (12) semester hours of course work in order to reside in campus housing, excluding the summer months.
- Students eligible for student housing must be at least 18 years of age within their first semester of living on campus and no older than 25 years of age, except for special situations that will be considered by the Office of Student Services.
- The Dean of Students is charged with the responsibility of making residence assignments and has full authority to approve or reject any campus-housing request.
- Residence assignments are final unless the Dean of Students approves a change. Unauthorized room changes will result in a fine.
- Students may make an apartment or roommate request; however, student requests for a particular apartment or roommate are not guaranteed.
- Any student who has ever been convicted of a felony, who is currently being tried for a felony level violation of the law, or who has current felony level charges against them will not be permitted to live on campus.

Students residing in campus housing must abide by all general guidelines and restrictions of the University regarding student conduct, academic performance, and Christian behavior. Failure to do so

will result in students being denied access to campus housing and possible dismissal from John Wesley University.

Hotline – 336-821-6296

John Wesley University is committed to maintaining an environment that recognizes the inherent worth and dignity of every person, fosters tolerance, sensitivity, understanding and mutual respect, and encourages its members to strive to reach their potential. Harassment in the workplace or the educational environment is unacceptable and will not be tolerated. Students and employees are encouraged to report issues to the Human Resources Department. This hotline is not monitored 24 hours a day. Please leave your concern and the Title IX Officer will look into your allegation.

Noise

Noise levels for residents of campus housing are expected to be low. Out of respect for neighbors and fellow students, music, TV, video games, voices, etc. should be kept at a reasonable volume. Violators will be subject to discipline that may include expulsion from campus housing.

Students are expected to observe courtesy hours Sunday-Thursday from 10:00 p.m. until 6:00 a.m., and Friday-Saturday from 12:00 a.m. until 8:00 a.m. During these times students should refrain from any behavior that produces excessive noise. Failure to comply with courtesy hours may result sanctions at the discretion of the Dean of Students

Roommates

By its very nature, the University Residence Hall is not a private place. This is especially true of the room and/or apartment/house you share with a roommate(s). Every student is expected to treat his/her roommate(s) the way he/she would want to be treated (Matt. 7:12, Mark 12: 31).

A student's actions should enable his/her roommate(s) to:

- Read or study without unreasonable noise or distraction
- Sleep without undue disturbance
- Restrict the use of personal property
- Be secure at all times
- Live in a clean in orderly environment
- Access the room and its facilities without pressure from the roommate
- Enjoy privacy of information
- Host guests provided that both the host and guest(s) respect both the rights of the roommate and the university's regulations

- Live without physical or emotional harm, including intimidation

Roommate Solutions

Students may come to campus never having shared a room with another person. A positive residence life experience will depend on a student's ability to listen, to communicate, to compromise, and to interact with various members of the residence life community. As with any relationship, conflict will arise. Based on the principles of Matthew 18:15-16, students are encouraged to directly communicate concerns or needs with their roommate(s). If student-to-student restitution is attempted and unsuccessful, a member of the Office of Student Services will assist with additional conflict resolution. In any circumstance where a student is uncomfortable or unprepared to deal with a roommate conflict, including, but not limited to mental health issues, emotional instability, or illegal activity, he/she is encouraged to contact a member the Office of Student Services immediately.

If a change in residency is required during any point in the academic year, a member of the Office of Student Services will work directly with the student(s) involved.

Keys

Upon check-in, each student will be issued a key to his/her apartment/house. At that time, students will officially acknowledge full financial responsibility for lost or stolen keys, including the cost of replacement and a related fine of \$50.00. Under no circumstance should university keys be duplicated, except by university personnel. Additionally, keys are not to be given to any person aside from the students assigned to the respective room.

If apartment or mailbox keys are lost, the following policies and procedures will be enforced:

- Students having lost an apartment or mailbox key should report loss of the key immediately to the Dean of Students.
- Replacement of a lost key will be charged to the student at a rate of \$50 per key.
- If two or more keys are lost, or if the apartment security is compromised, students that lost keys will be charged the current locksmith rate to re-key the apartment.
- Failure to report lost or stolen keys, or possession by students of a duplicate or unauthorized key, will lead to appropriate disciplinary action that will result in expulsion from campus housing.

Security of Rooms

Students should never leave apartments unlocked or unattended. Should a student lock his/herself out of a room, he/she should contact a Resident Assistant. John Wesley University is not responsible for any stolen or damaged property. The University assumes no responsibility for lost, theft, or damage to a resident's personal property. Therefore, if a student's property is not insured by renter's insurance, he/she is advised to purchase renter's insurance.

Pets

Pets of any kind, including fish, are prohibited. Violation of this policy will result in sanctions up to \$25 per day, plus a fee to have the residence professionally cleaned. Any pet found on campus is required to be removed within 24 hours. If the violation continues, the student will be removed from campus housing.

Damage to Campus Property

Students who live in University facilities are responsible for damages to those facilities, including individual student rooms, limited access areas, common rooms, and public areas, such as hallways, lounges, and bathrooms. Any student who damages university property faces the possibility of sanctions including, but not limited to, losing on-campus housing privileges, fines, and the cost of repairs. Additionally, if a student creates damage to any Laurel U property, he/she is not allowed to fix the damage. All repairs must be done by approved contractors

Assigned Charges

Where the individual can be identified, the cost of repair/replacement will be assigned directly to the account(s) of the individual(s). Damages include, but are not limited to, damage to university property, residue from tape or other adhesives, and nail holes. Where furniture is damaged, charges may include the cost of replacement, as provided by the university.

Where the individual responsible for damages cannot be identified, the cost of repair or replacements, and/or sanctions, will be assigned to the accounts of all students assigned to the involved room, apartment, or house. The university bases this policy on the understanding that residents of any given room, apartment, or house, comprise a community and have certain responsibilities. Residents should hold one another accountable and work to keep the community comfortable for sleeping, studying, and socializing.

If damage to a residence occurs as a result of vandalism by the guest of a student, the student-host is responsible for the cost of repair or replacements.

AUTHORIZED ENTRY

While John Wesley University recognizes and respects students' privacy, it reserves the right to enter and, if deemed necessary, search any room at any time. Authorized individuals may enter your room for inspections, wellness checks, housekeeping, or to conduct a search. These members include but are not limited to any member of the Office of Student Services, university officials, residence assistants, law enforcement representatives, and/or maintenance staff.

Room Inspections

In order to encourage a healthy and safe environment, students living in university housing will be subject weekly room inspections. Room inspections will be completed by authorized individuals including, but not limited to, RA's, Staff Officer, Dean of Students, and Office of Student Services staff. Although such entry is not for the purposes of search, if, in the course of such inspections, items are discovered that suggest violation of university policies or legal statute, they will be seized and disciplinary action may result.

Areas subject to inspection include the living room, kitchen, hallway, laundry room, bedrooms, and bathrooms. The University reserves the right, if necessary, to inspect personal areas, such as dresser drawers, desk drawers, kitchen drawers, closets, and cabinets. A member of the Office of Student Services will communicate to students what constitutes a passing inspection.

If apartments fail inspection in a specific area identified by the inspector, students will have 24 hours to make any necessary corrections. A subsequent re-inspection will be conducted only on the areas that are cited in the original failure, with the potential for one of the following results:

1. If specific corrections have been made, the representative inspector will indicate on the checklist that the apartment has passed inspection.
2. If specific corrections have not been made, apartment residents will be subject to disciplinary action that could lead to a fine up to \$100 depending on the infraction and cost of repair. If a pattern of continued failed inspection occurs, students may be removed from campus housing.

Room Search

Where reasonable cause and concern exist, authorized individuals including the Dean of Students and the Office of Student Services Staff, may enter and search a student's room to investigate potential or reported violations of university rules or policies, or the violation of any municipal, state or federal laws, or the imminent risks or threats to life, health, and/or property. A student does not need to be present for his/her room to be searched. During searches, authorized individuals have the authority to search safes and locked boxes.

At the end of each academic year, students will be required to complete a supervised Check-Out process during with a university official (i.e. a Resident Assistant, or the Dean of Students). Improper checkout will result in fines. For more specific guidelines on what constitutes a proper checkout, please contact the Dean of Students.

Policies Concerning Use of the Apartments

- Students must abide by the designated courtesy hours for student housing at John Wesley University (see below); repeated violations of the University's courtesy hours will result in dismissal from campus housing.
- All residents must abide by the University's motorized vehicle regulations.
- Sidewalks must be accessible to pedestrian traffic at all times.
- For liability purposes, babysitting or any type of childcare is not permitted in campus housing.
- No personal furniture is permitted in campus housing; however, small items, such as a computer, television, radio, or other electronic items are permitted (without the permission of the Dean of Students).
- Students who would like to have overnight guests must complete a "Guest Form" least 24 hours prior to the arrival of their guests; no guest will be permitted to stay more than two consecutive nights. In case the need of special guest arrangements arises, please contact the Dean of Students, RA's, or Staff Officer.

Maintenance

Maintenance problems should be reported to the Office of Dean of Students. These requests should be made immediately.

Students should remember that sometimes several days are required to correct some repair or maintenance problems. Parts for repair or replacement may need to be ordered. Therefore, the cooperation and patience of students is expected. If an emergency occurs after regular business hours for the University staff, please contact after hours Marc Cutrell, Dean of Students 336 689-3455 or an RA / Campus Staff Officer.

Security

Students will insure the security of their apartment by keeping them locked at all times. Any suspicious person or activity should be immediately reported to a Resident Assistant, Staff Officer, or the Dean of Students.

Title IX Compliance

Kathy Cutrell is the Director of Title IX Compliance at John Wesley University. In this capacity, Kathy is responsible for administration and coordination of John Wesley's Title IX related policies, programs, and compliance efforts. The scope of this responsibility includes, among other things, oversight of complaint resolution, resources, communications and training in connection with Title IX's prohibition of discrimination based upon gender. Contact Kathy Cutrell – 336-821-2470.

Visitation

While in an apartment belonging to a student of the opposite gender, students are to remain in the living room/kitchen area. Any overnight visitor needs to be registered in the Office of the Dean of Students prior to his/her stay on campus.

Cable Television

Campus housing is wired for cable television reception. Any student choosing to connect to local cable television must assume full financial responsibility costs associated with installation, monthly billing, and cut-off.

Parking

Student vehicles must be parked in the spaces provided next to your apartment entrance or house. Parking assignments, if needed, will be based on seniority. Guest and student overflow parking is available in the gravel lot. The handicap parking space is to be used by those who have a state-issued handicap-parking.

DISCIPLINE POLICY

As a community of believers, John Wesley University expects students to strive toward growth in faith, love, and understanding of the word of God. As a community of scholars, John Wesley University expects all students to behave in a way that is conducive to learning and growth. As a community of persons, John Wesley University requires that students treat one another with compassion and respect—avoiding all forms of sexism, racism, and bigotry, and learning from one another's differences.

Violations of any of the aforementioned will be met with an understanding, fair, and appropriate response from the John Wesley University Community. The goal of the response is the continual development of the student into the likeness of Jesus Christ (Ephesians 4:11-16).

John Wesley University seeks to be sensitive to this work of the Holy Spirit. For that reason, discipline at John Wesley University is designed to participate with the Holy Spirit in this transforming work. Students are first and foremost responsible for holding themselves accountable in abiding by the teaching of the Bible. If any student feels that his/her fellow student is not living in obedience to the Bible, they are encouraged to speak directly to the student, and if no resolution is reached to contact the Office of Student Services (Matt. 18:15-17).

Student Services Committee

The Student Services Committee consists of one faculty member, two staff members, one student, and one senior administrator. Students involved in repeated offenses and serious infractions of University policy may be brought before the Student Services Committee for consultation and potential action. If a

student is summoned to a hearing before the Student Services Committee for a serious infraction of University policy, the student will have the opportunity to respond to the charges and provide evidence to defend his/her involvement in the matter.

The student may bring one person with him/her to speak on his/her behalf. After the student and his/her witness have spoken to the Student Services Committee, members of the committee will have the opportunity chance to ask questions of the student and/or the witness. The intent of the questioning will be to clarify the specific infraction that has been reported, to determine the student's motivation behind the infraction, and to assess the degree of the student's willingness to repent and be restored to the University Community. The Student Services Committee will make recommendations to the University Administration regarding the most appropriate disciplinary response to the student's infraction.

The Student Services Committee reserves the right to administer discipline if the members of the committee decide that a student's attitude and behavior is not in the best interests of the student or does not align with the philosophy and objectives of John Wesley University. The Student Services Committee will make every effort to be as fair as possible by reviewing each incidence on a case-by-case basis. Each student infraction will be reviewed on the basis of the following criteria:

- The severity of the infraction.
- The context of the infraction.
- The student's history of prior behavior.
- The responsiveness of the student to confrontation.
- The degree to which the student displays an attitude of genuine repentance.

Restoration of the student to the University Community may include, but is not limited to, one or more of the following possible scenarios:

- Acknowledgment by the student of the infraction and appropriate restitution
- A research paper applicable to the infraction
- Community service chosen by the Executive Director of Student Services.
- Fines ranging in amount to be paid in the Business Office within ten (10) working days
- Loss of social privileges
- Exclusion and/or probation
- Issuance of a letter or notification of disciplinary action that becomes part of the student's permanent student file at John Wesley University
- Mentoring and accountability contact with an adult chosen by the Office of Student Services
- Counseling by a professional counselor chosen by the Office of Student Services
- Suspension for a period of time in which a student will be restricted from all University activities, including classes; classes that are missed will be considered unexcused absences.
- Expulsion from John Wesley University if a student refuses to follow a restoration contract or is continually out of harmony with the philosophy and objectives of John Wesley

University; tuition and fees that have already been paid to the University will be prorated for the time that the student has been taking classes at John Wesley University.

Table: Common Code of Conduct

Violation	Description	Fines	Comments
1 st Alcohol	Distribution: First offense	\$75	Substance Education, Parental Notification
2 nd Alcohol	Distribution: Second offense	\$150	Sanctions range from disciplinary probation to expulsion
1 st Alcohol	Possession/Consumption: First offense		Substance Education, Parental Notification
2 nd Alcohol	Possession/Consumption: Second offense	\$100	Disciplinary probation, written report on the negative effects of alcohol
3 rd Alcohol	Possession/Consumption: Third offense	\$200	Sanctions range from disciplinary probation to expulsion, immediate removal from campus housing
Alcohol	Underage and Alcohol Present	None	First offense results in a warning, and Parental Notification. Repeated occurrences result in fines increasing by \$50 per offense
Alcohol	Paraphernalia	\$25	Fines increase by \$25 per offense
Check-out	Failure to clean room prior to check-out	\$100.00	Students may be charged additional fees for cleaning fees
Check-out	Failure to remove all objects from room prior to check-out	\$\$100.00	Students may be charged additional fees for removal if labor is not routine
Check-out	Failure to properly dispose or property/trash	\$100.00	Students may be charged additional fees for removal if labor is not routine
Check-out	Failure to check out with University official	\$100.00	
Controlled Substances	Illegal possession of controlled substances	Not to exceed \$250	The full range of sanctions including

			exclusion, suspension, expulsion, parental notification and/or referral to drug enforcement agencies may be imposed.
Controlled Substances	Illegal possession of drug paraphernalia	Not to exceed \$100	The full range of sanctions including exclusion and/or referral to drug enforcement agencies may be imposed.
Controlled Substances	Illegal distribution of controlled substances	Minimum of \$400	The full range of sanctions including exclusion, suspension, expulsion, parental notification, and/or referral to drug enforcement agencies may be imposed.
Decorum	Inappropriate behavior at a university sponsored function or on John Wesley University property	\$75	Students should expect exclusion and additional sanctions including civility education and/or community service
Decorum (Fighting)	Involvement in an affray for any reason	\$75	Students should expect exclusion and additional sanctions including civility education and/or community service
Decorum (Disruptive Activity)	Behavior that interferes or disrupts normal activity or operations of community members in an academic or University setting	\$75	Students should expect exclusion and additional sanctions including civility education and/or community service
Decorum (DUI)	Suspicion of driving while impaired with any substance	Not to exceed \$300	Expect sanctions to include Substance Education, Parental Notification, disciplinary probation, and parking privileges suspended for one semester
Decorum	Any unreasonable or	\$75	Students should

(Disorderly Conduct)	reckless conduct by an individual or organization		expect exclusion and additional sanctions including civility education and/or community service
Destruction	First Offense	Pay Cost	Restitution or mandatory purchase; additional sanctions up to suspension/expulsion
Destruction	Second Offense	Variable	Restitution or mandatory purchase; student should expect suspension/expulsion; removal from residential hall; double fines imposed.
Failure to Comply		Variable	Based on Offense
Fireworks	Possession or use	\$50	Students should expect probation, exclusion, or suspension
Harassment	General		Students should expect suspension or expulsion
Hazing	General		Students should expect suspension or expulsion.
Insubordination	Verbal Abuse of a University Official or Staff Member and/or dishonesty or failure to follow direction from a University Official	\$75	Additional sanctions may include suspension/expulsion, loss of campus housing, and civility education and/or community service
Misappropriation	Possession of stolen property	\$100	Additional sanctions may include probation/suspension or expulsion, restitution or mandatory purchase
Misappropriation	Misappropriation of public property for personal use	Variable	Additional sanctions may include suspension or expulsion, restitution or mandatory

			purchase
Misconduct	Sexual		Students should expect suspension or expulsion
Pollution	Noise	\$50	Possible confiscation until equipment is removed from campus
Pets	Unauthorized	\$25	Per day, per pet
Pets	Violation of pet policy	Variable	Sanctions assigned as deemed appropriate based on the nature of the offense
Room Change	Unauthorized	\$50	Students may be required to move back to original room or to another room
Safety/Security	Misuse of, or tampering with, fire alarms or devices	\$100	Additional sanctions may include probation/suspension or expulsion, restitution
Safety/Security	Being in restricted areas. Ex. Roofs, construction sites, etc.	\$75	Students may be required to move to another residential location.
Safety/Security	Loss/Replacement of Key or Passport	\$50 and cost of replacement	
Smoking/Use of Tobacco	1 st Offense	\$50	2 Hours of community service and/or a 3-5-page report on harmful effects of tobacco
	2 nd Offense	\$75	4 Hours of community service
	3 rd Offense	\$100	6 Hours of community service and disciplinary probation, removal from campus housing
Trash	Failure to take trash to designated bins/leaving trash in hallways	Fee based on violation \$25.00 - \$50.00	
Vehicles	Parking violations	\$30	Repeated offenses may result in revocation of parking

			privileges
Vehicles	Unsafe Driving	\$50	Fines will increase by \$25 with each offense
Weapons	Explosive Devices, Knives, Other		Range of sanctions can include warning to suspension or expulsion

Definitions of Disciplinary Actions

Restitution – The student is required to make reimbursement for damage to or misappropriation of property and/or funds. Restitution may take the form of assigned services or repair work. The process of restitution shall be specified to the student in writing, including expectations, due dates, and any charges incurred.

Social Probation – When the campus code of conduct has been violated, a student on social probation will be restricted from participation in certain activities, relationships, or other privileges on campus in order to insure proper accountability and the rebuilding of trust. A student on social probation will be ineligible to participate in activities in which he/she would represent the University or serve in a leadership role.

Suspension – A temporary exclusion of a student from the University, its activities, and all campus facilities. A student on suspension may return and be fully reinstated without formally requesting re-admission at the end of the required suspension period. The period of suspension may be followed by a period of exclusion. Students under suspension are subject to the review of the Student Services Committee. The duration and conditions of the suspension will be specified in writing, and written notification of suspension will be sent to the parents of dependent students.

Expulsion – The student’s enrollment at John Wesley University is terminated for an indefinite period of time. All suspension restrictions are applicable. The duration and conditions of this period will be specified in writing and re-admission will be at the discretion of the proper University officials. Expulsion will be noted in a student’s permanent student record as “dismissed for non-academic reasons” and written notification of expulsion will be sent to the parents of dependent students.

Exclusion- Students facing exclusion will be subject to a loss of privileges socially, academically, or athletically, based on the degree of the violation. The duration and conditions of the exclusion will be specified in writing and given to the student in question.

NOTE: A student who is dismissed under disciplinary action is not entitled to an honorable dismissal and no refunds of tuition or fees are granted for any part of the semester.

STUDENT GRIEVANCE POLICY AND PROCEDURE

Policy Goal: Conflict Resolution

Before invoking the student grievance procedure, a reasonable effort shall be made by those involved in a dispute to resolve it amicably. A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, and having the ability to formulate a mutually acceptable resolution. Therefore, it is in the best interest of the student, the potential subject of a grievance, and the John Wesley University Community to resolve disputes through open and cooperative dialogue. Only when such efforts are unsuccessful should the student grievance procedure be invoked. Throughout all phases of the student grievance procedure, all reasonable efforts shall be made to maintain confidentiality in accordance with applicable law. Every action requires documentation.

Definitions

- *Complaint* – the informal, unwritten stage of an allegation of mistreatment.
- *Grievance* – a written complaint filed by a student with the person designated by the University as the Dean of Students, specifically alleging an abridgment of his/her rights as a student.
- *Grievant* – the student, or students, filing the complaint or grievance; the grievant must have been a registered student of the University at the time of the alleged mistreatment.
- *Responding party* – the person against whom a complaint or grievance is directed.
- *Dean of Students* - the University employee assigned responsibility for administering the student grievance procedure, including the maintenance of specified records. If the complaint or grievance is against the Dean of Student Students, the Executive Director of Student Services shall act in the capacity of the Dean of Students in hearing and administering the grievance procedure.
- *Time* – the number of days indicated at each level shall be considered as a maximum; all reasonable efforts shall be made to expedite the grievance process, but the Dean for Student Services may extend the time limits in extenuating circumstances with notice to both parties in writing, or by mutual written agreement between the grievant and the responding party.
- *Instructional Period* – the academic semester or summer session when a grievant knows or should have known of a grievance act or inaction.

Due Process

Students are protected against unjust and arbitrary penalties or dismissal under the provisions of the Student Grievance Policy and Procedure. Students that feel they have received unjustified or arbitrary penalties from the Dean of Students, the Student Services Committee, a member of the faculty or staff, or have received improper, inappropriate, or unwarranted treatment from a fellow student have the

right to grievance proceedings. Both the policy and the accompanying procedures are designed to protect the rights of all parties involved. All appeals and judgments must be brief and on the appropriate forms. Persons failing to comply with the following procedures will have their appeal denied.

The student grievance procedure may not be used for complaints alleging sexual harassment, discrimination, or physical or sexual assault, which should be reported to the Dean of Students or Human Resources. If a complaint involves a grade dispute, a student shall process the complaint with the faculty member, the Dean of Academics, and the Academic Committee.

Grievance Procedure

An aggrieved student must first meet with the person causing the grievance. If a resolution cannot be achieved, the aggrieved student must contact the Dean of Students within 24 hours after the initial resolution has been sought. If the Dean of Students is the cause of the grievance, the student should contact the Executive Director of Student Services. After mediation by the Dean of Students, if a resolution cannot be achieved, it is the prerogative of Dean of Students to complete a "General Counseling Form" or initiate a "Recording of Pending Action Form."

A "General Counseling Form" is used to record counseling data pertaining to the John Wesley University student, faculty, or staff. It may be used to document goals, objectives, accomplishments, failures, or rehabilitative efforts. It also may be used with reference to disciplinary proceedings. General Counseling forms are retained in the student's file for the period of the student's enrollment and up to three (3) years following the student's last enrollment. These files are private and subject to the Family Educational Rights and Privacy Act of 1974 (FERPA).

Recording of Discipline Concern

A "Discipline Concern Form" is used by the Dean of Students or the Executive Director of Student Services when an action by a student merits immediate disciplinary response. Because a "Recording of Pending Action Form" involves matters that may result in fines, suspensions, and expulsions from the University, these proceedings must follow procedures that will protect the student and the University.

- A "Discipline Concern Form" must be presented to the student in question either in person or by confidential mail.
- A "Discipline Concern Form" must indicate clearly the actions being considered for disciplinary response by the Dean of Students or Executive Director of Student Services.
- Upon receipt of the form the student in question will have 24 hours in which to respond.

- The student may choose to accept an action of Dean of Students or Executive Director of Student Services without contest, or request either a “Closed Hearing” or an “Open Hearing” before the Student Services Committee.
- If a student elects to accept the disciplinary action of the Dean of Students or Executive Director of Student Services, the student will forfeit all right to appeal; any disciplinary action taken against the student is effective immediately unless otherwise noted.
- If a student requests either a “Closed Hearing” or an “Open Hearing” before the Student Services Committee, the student must indicate the request in writing within 24 hours of receipt of the “Discipline Concern Form.”

Hearing Procedures

During an Open or Closed Hearing, the Dean of Students (unless they are involved with the discipline) and will serve as the committee chair, in the case of conflict, the Executive Director of Student Services will serve as the committee chair. The grievant may represent himself/herself and is permitted the opportunity to present one witness in his/her behalf. In the event that the case involves an aggrieved party, the aggrieved party also may present testimony along with one witness in his/her behalf. A time limit of 20 minutes per side for testimony will be strictly enforced.

For Open Hearings, the proceedings of the hearing will be conducted in public, and the opportunity will be presented for members of the student body, faculty, and staff to attend; however, only members of the Student Services Committee, the grievant, the aggrieved party, and their representatives will be allowed to speak during the hearing. For Closed Hearings, only members of the Student Services Committee, the grievant, the aggrieved party, and their representatives will be allowed to attend the hearing.

Before rendering a decision, the Dean of Students will consult with the Student Services Committee. The Dean of Students in cooperation with the Student Services Committee, having heard the case presented by both parties, must render a decision, complete the “Record of Proceedings Form” and present the form to the grievant in person or by confidential mail within 72 hours of the hearing. Upon receipt of the Record of Proceedings Form the grievant must respond in writing to the action taken by the Student Services Committee within 72 hours. If the grievant elects to accept the required disciplinary action imposed by the Student Services Committee, that disciplinary action will become effective immediately, unless otherwise noted, and the grievant will forfeit all rights of further appeal.

Right of Appeal

If the grievant determines that the disciplinary imposed by the Student Services Committee was improper, he/she may exercise his/her right of appeal. Appeals are made sequentially to three levels.

Level One: A Student Services Sub-Committee

Level Two: Dean of Academics

Level Three: Executive Affairs Committee of the Board of Trustees

Level One Appeal – Student Services Sub-Committee

- If the grievant has decided that a disciplinary action imposed by the Student Services Committee in a “Closed Hearing” or an “Open Hearing” was inappropriate, he/she must indicate in writing a request to appeal the decision of the Student Services Committee within 72 hours of receipt of the committee’s decision.
- If the grievant requests an appeal of the Student Services Committee’s decision, the Dean of Students will convene the Student Services Sub-Committee to hear the appeal within one week of the request for an appeal.
- The Student Services Sub-Committee will be composed of the following members, of which alternates will be chosen in the event of a scheduling conflict:
 - One Student Ambassador
 - Two representatives of the student body that are connected with the case
 - One member of the University faculty
 - One member of the University staff
 - Two alumni of the University, one of which will serve as sub-committee chair
- The grievant and the aggrieved party may present two witnesses, but testimony will not be allowed to exceed 30 minutes per side.
- Recorders will be used during the proceedings, but not during Committee deliberations.
- Upon completion of the testimony and the questioning of witnesses, members of the Student Life Sub-Committee will deliberate in private, formulating a decision by simple majority.
- The Committee Chair must complete the “Record of Appeal Proceedings Form”) and present the form to the Dean of Students at the conclusion of the meeting.
- Findings of the Student Services Sub-Committee will be presented to the Dean of Students the decision of the sub-committee in writing to the grievant and the aggrieved party within 72 hours of the sub-committee’s final decision.
- Upon receipt of the written decision of the Student Life Sub-Committee, the grievant must indicate in writing his/her intent either to accept the disciplinary action of the Student Life Sub-Committee or to appeal the decision of the sub-committee to the next level of appeal; the

decision of the grievant must be submitted in writing to the Dean of Students within 72 hours after receipt of the sub-committee's decision.

- If a student decides to accept the required disciplinary action imposed by the Student Life Sub-Committee, that disciplinary action will become effective immediately, unless otherwise noted, and the grievant will forfeit all right of further appeal.

Level Two Appeal – Vice President for Finance and Instruction

- Upon written notification by the grievant of desire to appeal the disciplinary action imposed by the Student Services Sub-Committee, the Dean of Students will contact the Dean of Academics within 72 hours of the appeal.
- If the Dean of Academics is unavailable, he/she will appoint a designated representative to hear the appeal.
- The Dean of Academics, or his/her representative, will meet with the grievant in private consultation for a time period of approximately 30 minutes, during which time the grievant will present his/her case.
- Following testimony by the grievant, the Dean of Academics, or his/her representative, will review all transcripts of previous proceedings.
- The Dean of Academics, or his/her representative, will render a decision in the case based solely upon the testimony of the student and the review of transcripts from previous proceedings and will notify the Dean of Students of his/her decision on the appeal.
- The Dean of Students will present in writing to the grievant the decision of the Dean of Academics within 72 hours.
- Upon receipt of the written decision of the Dean of Academics, the grievant must indicate in writing his/her intent either to accept the disciplinary action of the Dean of Academics or to appeal the decision of the Dean of Academics to the next level of appeal; the decision of the grievant must be submitted in writing to the Dean of Students within 72 hours after receipt of the Dean of Academic's decision.
- If a student decides to accept the required disciplinary action imposed by the Dean of Academics, that disciplinary action will become effective immediately, unless otherwise noted, and the grievant will forfeit all right of further appeal.
- If a student decides not to accept the required disciplinary action imposed by the Dean of Academics, they appeal to present the case to the Executive Committee of the Board of Trustees. In order to reach this third level, the student must either show new evidence or have a new story to present to the Board than that which was previously presented.

Level Three – The Executive Committee of the Board of Trustees

- Upon written notification by the grievant of desire to appeal the disciplinary action imposed by the Dean of Academics, the Dean of Academics will contact the University President who will coordinate with the Executive Committee of the University's Board of Trustees within 72 hours of the appeal.
- The Executive Committee of the Board of Trustees will convene a hearing within one week of the notification of the appeal.
- The grievant will present his/her testimony to the Executive Committee of the Board of Trustees and answer questions during a time period of approximately 30 minutes.
- The Executive Committee of the Board of Trustees will review all transcripts of previous meetings hearings.
- The Executive Committee of the Board of Trustees will render a decision in the case based solely upon the testimony of the student and the review of transcripts from previous proceedings and will notify the Dean of Students of his/her decision on the appeal.
- The Dean of Students will present in writing to the grievant the decision of the Executive Committee of the Board of Trustees within 72 hours.
- Upon receipt of the written decision of the Executive Committee of the Board of Trustees, the grievant must indicate in writing his/her intent either to accept the disciplinary action of the Executive Committee or to withdraw from John Wesley University; the decision of the grievant must be submitted in writing to the Dean of Students 72 hours after receipt of the Executive Committee's decision.
- If a student decides to accept the required disciplinary action imposed by the Executive Committee of the Board of Trustees, that disciplinary action will become effective immediately, unless otherwise noted; no further on campus appeal is available to the grievant.
- A record of appeal proceedings will be maintained in the student's permanent record. If the grievant should decide to notify John Wesley University's accrediting association, the grievant should address a letter of protest to the following address.

NOTE: The Accrediting Association of Higher Biblical Education does not act as an appellate body.

Accrediting Association of Higher Biblical Education

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