



**MIDAMERICA  
NAZARENE UNIVERSITY**



**STUDENT HANDBOOK 2019-20**

## WELCOME TO MNU!

On behalf of the entire Student Development Team, we would like to welcome new and returning students to the new school year! Our goal at MNU is to nurture an environment in which students; faculty and staff can experience academic, spiritual, social and emotional growth together. I want to encourage you to get involved and experience life in the MNU community. [L] [SEP] We are committed to your development as a Christian and as a scholar. We are committed to living together in a community of Faith and Learning.

In this handbook you will find not only behavioral expectations, but also glimpses into the life of MNU. Please read it and discover ways that you can contribute and benefit during your time here. Take advantage of the many resources and opportunities available to you.

The Student Development Team is ready to answer any questions and assist you in any way we can.

Blessings,

Kristi Keeton  
Vice President for Student Development

### **Our Mission**

A transformative university that nurtures a Christ-like community, pursues academic excellence, and cultivates a passion to serve.

### **Our Vision**

To impact the world for Jesus Christ through servant leaders recognized for their excellence, integrity, and spiritual vitality.

### **Our Values**

As a university community we are committed to the following core values:

- To affirm our commitment to the Church of the Nazarene, the ministry of the local church and our mission as a Christ-centered educational community in the Wesleyan-Holiness tradition.
- To deliver excellence in teaching and learning through a passion for lifelong learning, quality student services, innovation and a culture of continuous improvement.
- To develop and implement a sustainability model for the stewardship of financial and physical resources to promote excellence in academic programs and services, support faculty and staff and provide contingencies to protect, promote and advance the ongoing viability of the university.
- To nurture and work together to build a Christ-like community of faith and learning interdependent in function and guided by the Holy Spirit.

To be driven by our common purpose and collective action to inspire and develop servant leaders who will personally and professionally impact our world for Jesus Christ.

## **BELIEF STATEMENTS**

WE BELIEVE:

- In the Lord God Almighty and the perfect love, forgiveness, and grace that is found through Him.
- Jesus, the Christ, is the Son of God and has provided for our salvation.
- The Holy Spirit is a revealer of God's truth and purifier of our lives.
- The Bible is God's inspired Word and provides guidance and instruction for life.
- People, as creations of God, are of an infinite worth and obtain optimum achievement and satisfaction through a personal relationship with Christ.
- The doctrine of entire sanctification and perfect love.
- Christian education provides a foundation for church and societal leadership, a sound philosophy of life, and a personal relationship with Christ.

## **STUDENT DEVELOPMENT MISSION STATEMENT**

MNU has as its goal the development of students in a manner that enhances their service to God and humanity. It is our intent to provide a climate conducive to the spiritual, intellectual, psychosocial and physical maturing of our students. Student Development is committed to facilitate the transformation of our students' lives, which renew and cultivate the whole person.

The residence halls at MNU are meant to provide more than a place for sleep or studies. They exist to provide an environment for personal growth. The learning, which takes place outside the classroom, is of equal value to that within the classroom. By living together, students are exposed to people with different backgrounds, habits, ideas, personalities, and ways of meeting needs. Through the process of learning to live with different people, students learn more about themselves.

Student life also involves frequent opportunities for leadership. Students not only find fulfillment in serving, but also will develop many of the leadership and coping skills they will need for the remainder of their lives while attending college. Those who choose to be involved in student government, servant leader opportunities, compassionate ministries or residential programs empower themselves by laying a foundation for critical leadership contributions in the future.

## **MNU Student Disability Accommodations Policy**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibit discrimination against individuals with disabilities. The purpose of these laws is to remove barriers that prevent qualified individuals with disabilities from

enjoying the same opportunities available to persons without disabilities. A student with a disability who wishes to request a reasonable accommodation must contact the Director of the Academic Support Center at 913-971-3387 or [asc@mnu.edu](mailto:asc@mnu.edu). MNU's complete policy regarding student disability accommodations may be found at <http://www.mnu.edu/ADA>

## FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 (also known as the Buckley Amendment) is a federal privacy law affording students certain rights with respect to their education records. MidAmerica Nazarene University complies fully with this law. The University Registrar serves as the institutional FERPA Compliance Officer. For the full Educational Rights and Privacy policy, please refer to: <http://www.mnu.edu/FERPA>

## NOTICE OF NON-DISCRIMINATION

MidAmerica Nazarene University policy prohibits discrimination on the basis of race, sex, religion, age, color, creed, national or ethnic origin, marital status, disability, genetic information, or any other legally protected class. The university's full NonDiscrimination/EqualEmploymentOpportunity Statement can be found at <https://www.mnu.edu/non-discrimination-statement>

## Policies and Disciplinary Process

MNU has developed its campus policies and regulations from a Christian perspective. We operate from the conviction that God has created men and women as co-heirs to operate in an orderly and purposeful fashion. Thus a Christian community must develop policies and regulations as guides to obtain its mission and fulfill God's purpose for the community. These policies and regulations help the college community to live by its basic moral and social principles and to articulate its beliefs. While you may not have personal convictions completely in accord with MNU's standards, when you choose to attend MNU you are voluntarily pledging to uphold them.

### 1. Access Cards

Exclusively the student to whom the card has been assigned should use student access cards. Any third party use for access to MNU buildings can compromise the safety and security of our campus, and will not be tolerated. Students involved in the unauthorized use of access cards will receive consequences.

### 2. Alcohol, Illegal Drugs or Tobacco

- a) The University prohibits the use, possession, or distribution of illegal drugs and paraphernalia by its students.

- b) The University prohibits the use, possession, or distribution of alcohol and alcohol paraphernalia by its students. Attendance at bars, nightclubs, private parties where alcohol is served is prohibited. Likewise, employment at bars, nightclubs, or any establishment that sells alcohol as a primary product is prohibited.
- c) The University prohibits the use or possession of all tobacco products and paraphernalia, including vapes and ecigarettes.
- d) The University reserves the right to test students for alcohol or illegal drug use when there is reasonable cause to believe use has occurred.
- e) Images or references of alcohol/drug use or possession on social media are considered equivalent to improper use.
- f) MNU reserves the right to notify the parent(s) of dependent students who violate behavioral policies related to alcohol and illegal drugs.

### 3. Amnesty

Students who are struggling with issues and behaviors that violate behavioral or disciplinary policies are encouraged to seek support and help.

- a) Any student who initiates contact with a staff member in Student Development, the Chaplain's Office, or the Counseling Center regarding issues and behaviors of this nature will receive no disciplinary consequences. Students who request help will be asked to abstain from behaviors that violate university policies and may be asked to sign a behavioral agreement or seek professional assistance.
- b) Student Development may still impose reasonable and applicable expectations or boundaries for student leaders who seek support and help through the Amnesty policy.

### 4. Arson

Students, who engage in arson or attempt arson, will face consequences from both civil authorities and MNU. Consequences may include dismissal.

### 5. Dress Code

Clothing should be appropriate to the occasion, in good taste, and reflective of the atmosphere of vital Christianity. Since appropriateness and "Christian" are not uniformly agreed upon terms pertaining to matters of dress, determining appropriate attire for various occasions is viewed by MNU as part of a student's development. The process of asking oneself about these criteria, however, will usually lead to correct decisions. The Student Development staff reserves the right to make decisions in specific situations involving members of the campus community. As an institution of the Church of the Nazarene, the following statement guides us from the Manual in the

formation of this policy: “Our people are to dress with Christian simplicity and modesty that becomes holiness.”

Footwear must be worn in all academic buildings and in the Campus Center. Clothing with inappropriate advertising (alcohol, tobacco, etc.), pictures and/or text that is contrary to MNU’s standards is prohibited.

## 6. Drug Free Schools and Campuses

In order to comply with the Drug-Free Schools and Communities Act of 1989, MidAmerica Nazarene University has produced the following guidelines:

- a) **Health Risks:** The use of certain illegal drugs and alcohol are known to be detrimental to physical and psychological well-being. The uses of drugs are associated with a wide variety of health risks. Among the known risks are severe weight loss, malnutrition, physical and mental dependence, changes in the reproductive system, damage to the lungs, heart problems, and even death.
- b) **MNU Standards of Conduct:** Students are to refrain from the use of alcoholic beverages and illicit drugs/substances not authorized by a physician. Under no circumstances are the above to be used, possessed, sold, or distributed on or away from campus or as part of any of the school’s activities. Students violating this policy will be subject to University disciplinary consequences, including suspension and dismissal.
- c) **State and Federal Legal Sanctions:** In addition to university consequences, Kansas and Federal law provide for fines and/or imprisonment for unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of fines and length of imprisonment vary according to the type and amount of the substance involved the offender’s past record, and other factors.

The legal sanctions for the unlawful distribution of drugs increase if the substance is distributed to persons under twenty-one years of age or within one thousand feet of the property of the University.

In addition, any student who receives a Federal Pell Grant and who is convicted of a criminal drug offense that occurred during the period of enrollment covered by the Pell Grant must report the conviction. Convictions for drug convictions can also result in the loss of eligibility for federal financial aid.

The university’s Student Counseling Center is available to those who may be struggling with a variety of issues, including drug and alcohol abuse. Additionally, resources are available in the surrounding community.

## 7. Electronic Devices

Electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any University owned or University operated facility. Use of cellular devices with photographic capabilities and use of devices for purposes of photographing test questions or other notes and materials is prohibited. Photographing individuals in private areas such as bathrooms, locker rooms or other areas where there is reasonable expectation of privacy is strictly prohibited.

8. Entertainment

While the Media Arts can be a valuable form of recreation and entertainment, there are certain forms that are not congruent with holy living. Therefore, we will make choices that are consistent with our pursuit of holiness in activities such as, but not limited to, theater, music, film, television, video, radio, DVD's and computers.

- a) Students are not to attend or participate in entertainment, which would not be in keeping with the spirit of specific public and behavioral regulations or which diminishes moral perceptivity and judgment. This includes attendance at bars, nightclubs, or private parties where alcohol is served.
- b) Only R-rated movies, videos and DVD's that contain sufficient historical, educational or redeeming value may be allowed for viewing on campus.
- c) Students are expected to avoid forms of entertainment that detract from spiritual growth and break down the proper moral inhibitions and reserve of themselves and others.

9. Falsification of Information

Any student who knowingly falsifies or is a party to the falsification of any official records or documents including University records, ID cards, parking permits, or chapel attendance records will be subject to disciplinary action.

10. Fighting and Assault

The University prohibits fighting and other physical abuse or assault against others. Fighting, detention, physical abuse, or conduct that threatens the imminent bodily harm or endangers the physical well-being of any person, including self, is strictly prohibited.

11. Financial Irregularities

A student who deliberately writes bad checks (insufficient funds) or commits forgery will be subject to university discipline as well as legal action.

12. Fireworks, Other Explosive Devices, Firearms, Weapons, and Knives

- a. The use or possession of fireworks is prohibited by statutes of the State of Kansas and policies of MidAmerica Nazarene University. The State Fire Marshall as well as the University may prosecute violators. Other explosive devices of any kind are not permitted on campus for any reason. Examples of explosive devices include but are not limited to dry ice bombs, ammunition, smoke bombs, and bottle bombs.
- b. Students bringing firearms, tasers, weapons or knives to campus must check them in with Campus Safety immediately or be in violation of University policy. All firearms, weapons or knives must remain with Campus Safety.
- c. Any device that fires or propels a projectile is considered a weapon at MNU. Nerf toys are the only exceptions to this definition. This includes, but is not limited to potato guns, balloon launchers, air soft guns, and BB or pellet guns. Any weapon found in a student's possession will be subject to disciplinary consequences.

13. Gambling

Gambling in any form is prohibited.

14. Harassment

"Words, conduct or actions directed at specific person that annoys, alarms, intimidates, or causes substantial emotional distress to that person and serves no legitimate purpose; harassment is actionable in some circumstances." (Black's Law Dictionary)

It is the responsibility of all members of the campus community to understand that behaviors, attention or contact that create a hostile environment, regardless of intention, constitutes harassment under MNU policy and the law.

- a) Many different types of behavior could constitute harassment, including, but not limited to, those unwanted and persistent contacts and communications made through the use of phone, computer, and a friend, the local or on campus mail, personal communication, or physical contact.
- b) In addition, the use of vulgar or profane language is unacceptable at MNU, and may constitute harassment.
- c) Racial, Ethnic, or National Origin Harassment: Racial harassment is considered to be a serious breach of proper conduct at MNU and a violation of federal and local. Racial harassment includes conduct or action that is based on a person's race or ethnicity that creates a hostile environment, prevents effective learning or work performance, or creates an intimidating or offensive campus environment.

1. Racial or ethnic harassment may include threats, physical contact, pranks, vandalism, derogatory comments, jokes or ridicule directed at an individual or individuals because of their race or national origin. In addition, repeated racial or ethnic remarks or conduct, even if not directed at a specific person or persons, which unreasonably affect the ability of students to participate in university programs may constitute racial or ethnic harassment.
  2. Racial and ethnic harassment will not be tolerated. MNU will respond to all complaints promptly.
- d) Any incidence of harassment is taken very seriously by the University. A person, who becomes a victim of harassment, whether from an acquaintance or stranger, should promptly report the incident to the Vice President for Student Development, the Vice President for Academic Affairs, or the Director of Human Resources.
- e) Sexual Harassment: Sexual harassment, including sexual violence, is also prohibited by MNU. The university has a separate policy covering sexual harassment and other forms of sexual misconduct. It contains definitions and other relevant information, including procedures for handling complaints of this nature. If you wish to make a complaint or report of sexual misconduct, please contact the Vice President for Student Development/Title IX Coordinator at [kkeeton@mnu.edu](mailto:kkeeton@mnu.edu) or 913.522.3501. The full Sexual Misconduct Policy and Complaint Resolution Procedures may be found at <https://www.mnu.edu/sexual-misconduct-policy>

## 15. Hazing

The University prohibits hazing. "Hazing" is a willful act, occurring on or off campus, directed against a student or a prospective member of an organization of the University, which recklessly endangers or jeopardizes the mental or physical health or safety of the student or prospective member or that destroys or removes public or private property for the purpose of initiation or admission into affiliation with, or continued member in, any such organization.

No recognized organization or athletic team may have as a condition of initial membership or continued membership participation in any activity that can be defined as hazing.

## 16. Harm, Threats of Harm, and Dangerous and Disruptive Behavior.

The safety and security of employees and students is of the utmost importance to the University. Therefore, the University prohibits the following conduct:

Causing physical harm to any member of the University community or

threatening such harm.

- a. Engaging, or threatening to engage in, behavior that poses an immediate danger to the life, health, welfare, safety, or property of any member of the University community.
- b. Engaging in behavior that disrupts or interferes with normal University operations or University-sponsored activities, including, but not limited to, studying, teaching, University administration, security, fire, police, or emergency services, or behavior that consumes an inordinate amount of University staff time and/or resources.

### Risk Assessment

The prohibited conduct identified in the “Harm, Threats to Harm, and Dangerous and Disruptive Behavior” section above raise issues that could impact the life, health, welfare, safety, or property of the University community and its members. When warranted, these types of behaviors may result in evaluations, team assessments, emergency removals, or involuntary or voluntary withdrawals.

When behavior indicates a significant life, health, welfare, safety, or property concern, the University will employ a team approach to determine the nature of the risk and any measures that can be taken to manage the risk. The University will make these determinations as the result of an individualized assessment. The University will first seek voluntary cooperation of an affected student, but, if necessary, will take involuntary action.

The purpose of the assessment is to inform decisions about the student’s future participation in the University’s programs and to assess the level of risk the student poses to the life, health, welfare, safety, or property of the University community. The University will make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices or procedures or, where applicable, the provision of auxiliary aids and services, will mitigate the risk.

### Return Requirements

Following a determination that a student poses a risk to the life, health, welfare, safety, or property of any member of the University community necessitating a medical leave or voluntary or involuntary withdrawal, the University may require as a precondition to a student’s return that the student provide documentation that the student has taken steps to mitigate the previous behavior. The University may request records from the student and request permission to speak to a treating professional. The records and information that will be requested and required are determined on a case by

case basis depending on what information is necessary to determine whether the student is able to return and fulfill the fundamental requirements of academic and residential life.

17. Law Violations

- a) Any student of the University, charged with a felony, will be immediately precluded from participation in extracurricular activities and representing the University in any official way until the situation is resolved to the satisfaction of the University.
- b) Any student convicted of a felony will be referred for a final determination of consequences, which may include dismissal from the University.
- c) If accepted or enrolled students are arrested for any reason while affiliated with the University, they must report this to the VP for Student Development or Director of Campus Safety within 24 hours of arrest.

Note: Violations of local and federal law may require MNU to take disciplinary action. In such cases, the Amnesty policy will not apply.

18. Order of Protection

A student who obtains a restraining order or some other order of protection from a court of law should provide the Director of Campus Safety with a copy of the order if it lists the University as a protected area, is intended to protect the student from a member of the University community, or if the student otherwise believes that the subject of the order may intend to disregard the order while the student is on University property or participating in University programs and activities. The Director of Campus Safety will keep the order on file so that it can be enforced, if necessary.

19. Peaceful Assembly

MNU seeks to create and maintain an environment which fosters truth, righteousness, justice and holiness as made possible by God's transforming grace through Jesus Christ. Students will be at times confronted with conflicting ideas and opinions, which may lead to proposals for action. The college affirms the student's right to peaceful assembly to express opinions and ideas, without disrupting non-participating community members' normal business operations. Those desiring to move to action in the form of a public demonstration, vigil, protest, or rally are expected to do so with the understanding that all campus policies and procedures must be followed.

20. Possession of Pornographic or Profane Materials

Vulgar or profane language is a violation of campus ethics and is not permissible at MNU. This would include the possession of any form of

pornographic literature including computerized materials. Students' internet homepages and web sites should not contain profane language, pornographic pictures and/or literature, or sexually suggestive language and pictures. Anything the University considers inappropriate for displaying in a student's room is also inappropriate on Internet homepages. Any refusals to cooperate will be addressed by the appropriate disciplinary process.

## 21. Sexual Behavior

- a) MNU believes that human sexuality is a gift from God and that sexual relations are appropriate only within a marriage relationship. We accept the biblical standards that prohibit all sexual immorality. We also believe the power of God and the wisdom of the Holy Spirit combine to provide the means to live victoriously with respect to sexual purity.
- b) The University may judge a person's sexual activity as inappropriate by University standards and may take action with regard to the individual(s) that may range from counseling to dismissal. Misuse of God's gift will be understood to include but not be limited to sexual abuse, sexual harassment, sexual assault, incest, adultery, fornication, heterosexual misconduct, homosexual behavior, and possession of pornographic materials. In addition, possession of paraphernalia used for involvement in sexual immorality is prohibited.
- c) The Bible is clear in its teaching on the sanctity of human life and we will do everything we can to prevent the destruction of an innocent life through abortion. Our belief in the sanctity of life guides our response to those unmarried students who become pregnant. We are committed to standing with both the father and mother of the unborn child as they consider the results of their actions and make decisions for their future and the future of their unborn child. We understand the complexity of needs which crisis pregnancies present and will provide structure and support during this time. MNU is prepared to provide assistance through counseling and academic support services. Any consequences determined necessary by the University will be applied equally to both parties if both are students.

## 22. Theft, Misuse, and Damage of Property

Theft of, misuse of, or damage to University property or the property of another campus community member is prohibited. It is also a violation of University policy to be in possession of stolen property.

## 23. Trespassing & Unauthorized Access

- a) Climbing over barriers or forcing entry into any unauthorized areas on campus will not be tolerated. A student found to be, or to have been, in an unauthorized area will be held financially responsible for any damages. Students who violate this policy may be subject to a

Campus Safety citation and/or a determination of consequences through the University judicial system.

- b) University rooftops, maintenance rooms, areas marked by a sign, and unauthorized lab rooms, are off limits to students. Buildings and facilities on campus have regular hours of operation and policies and conditions for use. Anyone who gains, or assists in gaining, unauthorized entrance to University property during closed times and/or in illegal ways (i.e., through windows, picking locks, or by deception) will be subject to University disciplinary action and/or criminal prosecution.
- c) Likewise, compromising the security of any campus facility or tampering in any fashion with security measures (including, but not limited to propping doors, damaging or subverting alarms, windows, doors, screens, tampering with phones, discharging fire extinguishers or using alarmed doors except in cases of an emergency, etc.) is strictly forbidden and subject to disciplinary consequences under the judicial policies of the University.
- d) Climbing on any building on campus or at College Church is prohibited.

#### 24. Vandalism

- a) The destruction or defacing of property owned by individuals or the University is prohibited.
- b) Students who engage in vandalism will face consequences from both civil authorities and MNU disciplinary consequences.

#### 25. Visitation

- a) Any student who enters a campus residence room, apartment, or dorm hallway of a student of the opposite sex, or who entertains any person of the opposite sex in their room, apartment, or dorm hallway at any time other than designated open house without the express permission of their Resident Educator is subject to immediate disciplinary action. Roommates and/or occupants in a room or apartment will be considered a partner in visitation unless they leave the room or apartment immediately.
- b) Visiting the off-campus homes, apartments, hotels/motels of persons of the opposite sex without due regard for the reputation of both the University and persons involved will be cause for disciplinary action. Situations that would warrant action include visiting a person of the opposite sex in an unsupervised situation after residence hall in-hours or spending the night at the home of a person of the opposite sex in an unsupervised situation.

## 26. Other Prohibited Behaviors

- a) Failure to comply with directions of University officials acting in the performance of their duties.
- b) Disorderly or disruptive classroom conduct.
- c) Behavior that interferes with the normal operations of the University.
- d) Misuse or abuse of fire safety equipment including fire alarms, smoke detectors, and fire extinguishers.
- e) Unauthorized peer-to-peer file sharing and other forms of copyright infringement. The university's Copyright Policy can be accessed at <http://www.mnu.edu/copyright>
- f) Bullying or cyberbullying: making derogatory, defaming, threatening, or profane comments about campus community members on social media.
- g) Aggressive, offensive, and inappropriate language or behavior toward other campus community members.
- h) Failure to cooperate in student disciplinary procedures.
- i) Soliciting, aiding, or inciting others to commit a violation of the University's Behavioral Regulations.
- j) Misconduct while Serving in the Role of Student Employee  
In its discretion, the university may take disciplinary action, up to and including dismissal, against a student employee for misconduct related to his/her role as an employee. For example, a student employee who inappropriately accesses and/or distributes education records of other students may have his/her employment discontinued and/or may be put on probation, suspended, or dismissed from the university altogether.

## 27. Reservation of Right to Take Action

The University reserves the right to address other inappropriate behavior that does not clearly fall within the identified Behavioral Regulations noted above.

### Consequences of Behavior

It is expected that all members of MNU will conform to the community living guidelines. Consequences for those who do not will depend on the nature of their offense according to the disciplinary process. The sanctions chosen will be based on any aggravating and mitigating factors, including, but not limited

to, whether the conduct was intentional or accidental, the severity of the conduct, and the student's past disciplinary record

Coaches and/or Athletics Department may impose additional consequences to the sanctions listed in this section. The following sanctions may be used:

1.     Warning/Reprimand  
      Either written or verbal, these are used for less serious violations. Policy review with a student or with a group of students will constitute a warning.
2.     Accountability Contract  
      The contract is a written agreement between a student and a Student Development Staff member.
3.     Campus Restitution  
      Various hours of restitution can be assigned. A record of work completed will be kept on file. If a student fails to complete campus restitution within the specified timeframe, the hours will be converted to a fine.
4.     Fines  
      These may be determined by any of the University's Student Development staff. Fines must be paid before academic transcripts or school records will be released and before registering for the next semester.
5.     Limitation of Privileges  
      This sanction could include sign-out privileges, restrictions from certain campus locations, etc., depending on the situation.
6.     Provisional Continuance  
      A written warning that further violations of campus policies may result in dismissal from the University. This may include a signed contract between the student and the University.
7.     Disciplinary Probation  
      A written warning that further violations of campus policies will likely result in dismissal from the University. Disciplinary probation may include significant restriction of extra-curricular activities.
8.     On-Campus Suspension  
      Involuntary separation of the student from attending classes and activities for a specified length of time. This may be necessary if a student must travel a great distance to serve suspension, or if serving off campus suspension creates an extreme hardship. There is no refund of educational and other student college costs.

9. Off-Campus Suspension

Involuntary, complete separation of the student from the University for a specified length of time. There is no refund of educational and other student college costs.

10. Withdrawal

Permission to withdraw from the University without the privilege of returning for a specified time. Parents of dependents will be notified.

If withdrawal occurs before the end of the term, academic work is forfeited. No withdrawal will be granted during the last two weeks of the semester. There is no refund of educational and other student college costs.

11. Dismissal

Involuntary complete separation of the student from the University for the current semester and/or the following semester.

Parents of dependent students will be notified and a permanent record may be kept in the student's file located in the Student Development office. Academic work in progress is forfeited and University costs are not refunded. To regain admittance following dismissal, the student must submit a letter of request to the Student Development office.

12. Other Consequences

The University may take other corrective action as it deems appropriate depending on the nature of the situation.

## Student Conduct Process

1. Introduction

Whenever a student has been accused of or admitted to a violation of the university's student conduct regulations noted above, this Student Conduct Process will be utilized. The guidelines outlined below provide a framework for the process, though the university retains discretion to implement the process as it sees fit depending on the nature and seriousness of a particular incident. For example, in less serious situations, the university may choose to simply warn students that certain behavior is inappropriate, without further examination of whether a policy violation actually occurred. At the other end of the spectrum, the university could choose to dismiss a student for a substantiated policy violation without allowing a student to first enter into an accountability contract as described below.

To the greatest extent possible, the Student Conduct Process is not intended to be punitive and instead is aimed at personal growth, integrity, accountability, and redemption.

2. Entering into a Written Accountability Contract

- a) In many student conduct situations, the first attempt at resolution will be pursuant to a written accountability contract. This approach is typically available when the student admits the conduct has occurred, the violation is the student's first violation, and the student is willing to make a good-faith effort at accomplishing the goals of the accountability contract.
- b) An accountability contract will be developed during a meeting (or meetings) between the student and the appropriate University employee as well as other university community members as appropriate depending on the circumstances.
- c) Accountability contracts are individualized plans, and the specific details of the plans will vary depending on the student and conduct involved. The goal is to collaborate and develop a plan that will work for the student at issue and could include counseling, schedule adjustments, arranged meetings with an accountability partner, limitation on privileges, a fine, campus restitution hours, or any other measure agreed upon by the parties involved in developing the accountability contract. The parties involved in developing the plan will be required to sign the accountability contract showing that they understand and agree with what it entails.
- d) The appropriate university employee will determine the length of the Accountability contract. A student who commits a second conduct violation during the academic year will meet with the Director of Residential Life, and other university officials as necessary, to discuss next steps. More serious consequences may be implemented, possibly including fines, adjustments to the accountability contract, or any other measure deemed appropriate. The student will also be put on "Provisional Continuance," meaning that he/she will be provided with a written warning that further violations may result in dismissal from the university.
- e) A student who commits a third or subsequent conduct violation while operating under an accountability contract may be subject to additional consequences, up to and including dismissal from the university.

3. Formal Investigation and Resolution

- a) In the following situations a formal investigation will occur in lieu of the accountability contract approach:
  - i. In situations where a student disputes the accusations against him/her and does not wish to enter into an accountability contract; or
  - ii. When the university determines that, based on the seriousness of the conduct involved and/or the student's prior conduct history, an accountability contract is not the preferred approach.
  
- b) The formal investigation and resolution process is governed by the following:
  - i. The Director of Residential Life will convene an investigatory committee responsible for investigating the alleged policy violation and making a determination as to whether a policy violation occurred. If a policy violation has occurred, the student will meet with the Committee and will be notified in writing of the meeting and will have one business day to raise a concern about any conflict of interest. This notification will also include the specific violation(s) the student has been accused of committing.
  - ii. During the course of the investigation, the committee will meet with the student and other individuals with information related to the situation. Relevant information and evidence will be gathered.
  - iii. Prior to a determination being made, the student will be informed of the nature of the evidence presented against him/her and be given the opportunity to provide an oral or written statement to the committee.
  - iv. Following the investigation, the committee will make a determination as to whether a violation of policy occurred and will notify the student in writing of the outcome and consequences imposed, if any. This notification will occur within three business days of the determination being made.
  - v. The committee's determination is final subject only to the student's appeal rights outlined in Section 4, below.
  - vi. For purposes of this process, an email to the student's university email account is sufficient to satisfy the "in writing" notification requirement.

- vii. The procedural and evidentiary formalities of our state and federal judicial system do not apply to this Student Conduct Process. Attorneys or other advocates may not attend any meetings with a student.

#### 4. Appeals

Following the rendering of a decision, the student has the right of appeal. A written appeal must be turned in to the Student Development office by the third day of the original decision. Only those appeals based on the following will be considered: (a) new information, (b) precedent consistency, (c) bias on part of the Administrative Disciplinary Committee, or (d) a substantial departure from the process that resulted in an adverse finding.

The Vice President for Student Development will hear the appeal.

In all disciplinary circumstances the student should be reminded that personal development and integrity are primary goals and that corrective measures are intended to help each student to become a responsible and contributing member of the community.

No audio or visual recordings of any kind may be made at the hearing. Formal court procedures and state and federal rules of procedure do not apply. Legal counsel is not allowed to attend hearings.

## RESIDENTIAL LIFE

### RESIDENTIAL LIFE MISSION STATEMENT

The Residential Life staff is dedicated to creating a community of excellence that reflects the kingdom of God by empowering holistic student growth. We seek to equip students to live in healthy relationships, succeed in their educational pursuits and flourish in their vocational callings through a life of servant leadership.

#### A. Residence Hall Philosophy

Residence halls at MNU are meant to be more than a place for sleep or studies. They provide an environment for personal growth. The learning, which takes place outside the classroom, is of equal value to that within the classroom.

By living together, students are exposed to people with different backgrounds, habits, ideas, personalities and ways of meeting needs. We hope that through the process of learning to live with different people, students will learn more about themselves. Welcome to Residential Life at MNU!

#### B. Off-Campus Requirements

MidAmerica Nazarene University is committed to the concept of being a residential campus. Because of the benefits to the student and to the University, all unmarried students under 22 years of age, not living with parents or legal guardians and taking twelve or more hours, are required to live on campus and participate in the food service program.

1. Exceptions

- a) Students who reach their 22nd birthday prior to beginning the semester and in good academic standing.
- b.) Persons who are living with parents in their permanent place of residence. Address must be within 45 miles of University.
- c.) Former students who have not been enrolled in MNU for two or more consecutive semesters and who are established in housing.
- d.) Persons who have not been previously enrolled in MNU and have established a household in the Kansas City area apart from parents or other family members for a significant period of time (minimum of one year).

2. Off-Campus Violations

Students who violate the Housing Policy will be required to reduce their course load to eleven (11) hours or move onto campus. If a student does not reduce his/her course load voluntarily, the Director of Residential Life may do so with the approval of the Vice President of Student Development.

C. Off-Campus Students

Off-campus students are to abide by the same standards of personal conduct as required of on-campus students. It is understood that students residing in their parents' homes are not required to change the home's patterns. They are expected, however, to maintain the University's behavioral expectations when away from the home. Further, students shall not promote standards contrary to those espoused by the University.

D. Residence Hall Process/Policies

1. Room Reservations/Assignments

- a) Application for residence hall assignments is for the entire school year (fall and spring semester). If a student moves out after the beginning of the semester charges are not pro-rated or refunded. Students must sign a Lifestyle Covenant and Housing Contract.
- b) Room assignments are made according to space available and paid room deposits. In order to assure that all students under

22 have campus housing, older students might have to apply to live on campus. Application does not guarantee campus housing but will be granted on a space available basis.

- c) Assignment to a residence area includes a room key. Failure to account for the key and/or failure to return the key will result in a charge to cover the cost of changing the locks.
- d) The University reserves the right to change room assignments in the interest of health, discipline or general welfare of the student.
- e) When possible, students will be assigned roommates and living areas of their choice.
- f) The University reserves the right to consolidate students into rooms/apartments during the school year when vacancies are made available.

## 2. Occupancy Period

- a) The normal occupancy period for the academic year includes University breaks as shown on the official University calendar, with the exception of Christmas break. Normally, residence halls close 24 hours after the last scheduled exam at the end of each semester.
- b) Limited space is available during the summer months to students who are taking a summer course, working on campus, or planning to enroll in the fall term and who plan to live on campus. Housing is granted on a first-come, first-served basis to students who have completed summer housing applications and have made appropriate financial arrangements with the Office of Student Accounts.

## 3. Personal Property

Students are responsible for their own possessions. The University maintains no insurance on student owned property. Each student is responsible for securing personal property insurance. Often the student may have coverage under their parents' policy.

## 4. Residence Hall Room Entry

- a) General Room Inspection is typically done ANYTIME a residence hall staff member enters a room, even if just a social call. Student Development members may enter residence hall rooms unannounced for the following reasons:
  - 1. Room Check – accountability check of student well-being and safety conducted.

2. Hygiene, sanitation, and cleanliness.
  3. Health of residents.
  4. Safety matters and fire regulations.
  5. Essential maintenance.
- b) Room Searches are conducted only when situations present reasonable cause for a University policy violation. The following reasons might constitute a search:
1. Reasonable grounds to believe that University policies have been violated.
  2. Reasonable grounds to believe that State or Federal laws have been violated.
  3. Confiscated items could be used as evidence in subsequent disciplinary proceedings.
  4. Personal property may be held by MNU as a result of a room search and may be returned to the student after its use has been fulfilled. However, items that violate University policy will not be returned.
  5. Entrance into and search of rooms are done by at least two staff members as designated by the Student Development Office.
5. Guest Arrangements
- a) Occupants of campus housing may have occasional overnight guests of the same gender under the following guidelines:
1. The guest adheres to all policies and regulations of the University.
  2. The guest is registered with the Resident Educator and/or Resident Assistant.
  3. The guest does not remain more than three (3) consecutive nights unless approved by the Resident Educator.
- b) The University reserves the right to deny lodging to any guest if it is in the best interest of the student occupants and/or the University. Students who violate these guidelines may be charged a daily rate for each day the guest remains.
6. Residence Living Expectations

Students are expected to accept the responsibility for care of their own rooms and for the cost of any repair or replacement of damaged University property. The following specifics should be observed:

- a) Students may not bring their own bed.
- b) Rooms are expected to be kept clean and reasonably neat.
- c) All wall mountings should be done with very small nails or tacks. Please do not use tape, residents are held responsible for tape marks on walls.
- d) Window screens are to remain in place and room furniture must remain in assigned room.
- e) Permissible electrical appliances include:
  - 1. Microwaves and appliances without open coils.
  - 2. Students may bring small (4 cu. ft. or less) refrigerators, but are subject to a safety check.
- f) Students may not paint walls.
- g) Pets may not be kept in campus housing.
- h) Due to fire safety concerns, burning candles, incense, space heaters and hoverboards are prohibited.
- i) Signs and posters or products which are not in keeping with the standards of the University are prohibited. These include:
  - 1. Sexually suggestive posters.
  - 2. Displays, which promote inappropriate activities inconsistent with University policies.
  - 3. Alcohol or tobacco containers (full or empty).
- j) Students are expected to keep sound equipment volume within reasonable limits. Each residence area is responsible for establishing and enforcing its own policy on quiet hours. During these times, all individuals should be able to sleep or study without distraction.
- k) Internet routers or modems are not permissible.

## 7. Residence Hall Safety

Safety is always a concern. The following should be observed:

- a) Under no circumstances should a student tamper with existing electrical equipment such as lighting, wiring or switches.
  - b) Corridors, stairwells, landings, doorways and exits are to be kept clear at all times.
  - c) It is a misdemeanor to disable or remove any safety device, such as fire extinguishers, fire or smoke alarms, exit lights, emergency lights and fire doors. The Fire Marshall as well as the University may prosecute these offenses. These are civil offenses and will be treated as a serious disciplinary violation.
  - d) The possession and/or use of fireworks are a civil offense and may be prosecuted by the State Fire Marshall as well as the University.
  - e) No firearms or ammunition are allowed in residence halls at any time. All guns and ammunition must be stored with the Campus Safety Department.
8. Curfew:
- a) Freshman in-hours are 1:00 a.m.
  - b) Upperclassman in-hours are 3:00 a.m.
9. Campus Public Viewing of Copyrighted Movies
- Copyright laws dictate that organizations and individuals must obtain a license to show films and movies in residence hall lobbies, lounges, etc., since these locations do not qualify as private or home viewing.
10. Residence Hall Staff
- a) The Student Development staff has selected and trained residence hall personnel to help maximize the potential of the residence hall experience. Resident Educators (REs) and Resident Assistants (RAs) are members of the Student Development staff. They are available to students for friendship, guidance and help in most areas of your University experience. They are responsible to the Director of Residential Life.
  - b) Resident Assistants are student paraprofessional members of the Student Development staff. They are selected because of their desire and ability to serve their fellow students. As staff members, RA's serve as communicators, keepers of order and catalysts for ideas and activities.

## 11. Accessible Housing for Students with Disabilities

Students with disabilities needing special facilities and accessible living arrangements will be given priority when necessary. In some cases this could mean a departure from normal housing assignment procedures. When a student with disabilities needs the use of an accessible apartment, it is our policy to override the application process in order to accommodate the student regardless of their academic classification. (See [MNU Student Disability Accommodation Process](#)).

### Food Service

MNU has contracted with Pioneer College Caterers to provide all regular and special meals. The dining room is located in the Campus Center. All resident students are required to participate in the food service program.

Pioneer offers continuous service. With the unlimited meal plan students enjoy access to the dining hall all day from 7:00 am – 7:00 pm, Monday – Friday, and posted hours for Saturday & Sunday.

Commuters, MNU personnel and guests may not use the dining room during meal hours unless a meal is purchased. It is also understood that everyone must return his or her dishes and utensils to the proper area upon departing. Our commitment is to provide you with the flexibility necessary to ensure that all students that attend MNU have access to a balanced, healthy and regular diet.

For those with 88 hours or more and commuter students – the 90 block meal plan is available.

Declining Balance Accounts - Are available for purchase on a voluntary basis for commuter students, faculty and staff only. These accounts may be used for purchases in the cafeteria or Dewey's Book & Bean.

Students have until the close of registration to change options. Meal plan options cannot be changed during the semester.

- Your ID is your meal ticket. Please scan your ID card before every meal
- All resident students are required to participate in a meal plan.
- Only seniors (with 88 earned credit hours) and commuter students will be permitted to participate the 90 block plan.
- Unused credit value will not be transferred from one semester to the next.
- Additional credit may be added to your account at any time.

In the event that a student is unable to take a meal in the cafeteria due to sickness, a take-out meal can be prepared and sent out to the room with approval given by RE, or RA . Any special need or request will be considered, and if within our means, we will accommodate. If you have special needs related to your diet, please contact the Director of Pioneer Food Services.

Our ability to provide for special diets depends on the student's knowledge of their diet restrictions so that he/she can make proper choices while eating in the cafeteria. Meals will not be prepared in advance without notice, so a phone call or stopping into the kitchen will be necessary to inform the staff of the student's need.

A food committee is established as an open forum for your suggestions. We encourage your participation so your food service department can stay sensitive to your needs.

## SPIRITUAL LIFE

### Chapel and Convocations

Chapel is a vital part of community life at MidAmerica Nazarene University. It is one of the few occasions when each segment of the University community has the opportunity to join with each other for worship, prayer, instruction, and encouragement to serve. MidAmerica is committed to being both a community of learning and a community of faith. Chapel services are designed to provide an opportunity to contribute to the integration of faith, learning, and living.

Please refer to the spiritual life policy here:

<http://www.mnu.edu/spiritual-formation-requirements>

## ASSOCIATED STUDENT GOVERNMENT

Associated Student Government provides an opportunity for the students of MidAmerica Nazarene University to make a contribution to the campus community. This can be done through a leadership role or by being an active participant in its activities and programs.

Responsibilities of the Associated Student Government include sponsoring social activities, encouraging academic excellence, fostering an environment conducive to spiritual growth, and representing the student body to the Board of Trustees and administration. These activities provide invaluable experience for students. It is hoped that the citizenship skills acquired at MidAmerica Nazarene University will lead to a lifetime of citizenship. In this respect, Associated Student Government plays an important role in the educational process.

## CAMPUS PERFORMANCE AND ACTIVITY POLICY STATEMENT

### A. Philosophy

All concerts/performances must be wholesome in nature and edifying to the MNU community. Performances must also be consistent with the purpose of Christian higher education and in harmony with the standards and conscience of the Church of the Nazarene.

### B. Guidelines

1. The event, either on or off campus, must be compatible with the image and objectives of MidAmerica Nazarene University. With the fundamental concept that MNU wishes to encourage and maintain an environment of vital Christianity, the following guidelines will apply in the selection of entertainment and public programs:
  - a) Language is not to be vulgar, profane (including the use of expletives), obscene, or crude.
  - b) The program will be in harmony with Christian values/doctrines of the Church of the Nazarene.
2. No person or group, either on or off campus, will be sponsored whose message and activities are contradictory to the doctrines or conscience of the Church of the Nazarene. References from other Christian colleges, organizations, or churches must be acquired before contracts or agreements are issued.

### C. Procedure

1. If the performance is to be sponsored by a student group, either on or off campus, it must be approved by the Student Government, Dean of Campus Life, the faculty sponsor of the group, and the Vice President for Student Development.
2. The type of activity must be appropriate to the facility used. All activities scheduled for buildings or classrooms on campus must receive approval from the appropriate administrative office.

## CLUBS AND ORGANIZATIONS

### **Delta Mu Delta (Business Honors Club)**

The MNU branch of the National Collegiate Business Honor Society. It exists to recognize outstanding academic achievements of Business students.

### **ISC (International Student Community)**

This group's main goal is to create awareness of the different international students and their distinct culture through international food and culture events on campus. International flags will be displayed permanently in Cook Center to represent the different nations on campus. Monthly meetings organized by the student president of the ISC keep international students informed and connected.

### **KSSNA**

Kansas State Student Nurses Association. An organization for nursing students, which exists to promote ideals and purposes of the nursing profession.

### **National Society of Leadership and Success**

The National Society of Leadership and Success achieves profound results in helping students discover and attain their goals, offering life-changing lectures from the nation's leading presenters and a community where students help one another succeed.

### **Psi Chi (Psychology Honors Club)**

The MNU branch of the National Honor Society of Psychology. The organization exists to further the science of psychology.

### **Pi Lambda Theta (Education Honors Club)**

An international honor and professional association in education. The mission is to provide leadership for the education profession, to promote academic excellence at all educational levels, to provide leadership development for its members, to foster an environment for professional growth, and to recognize outstanding educators.

### **PTCO (Professional Teacher Candidate Organization)**

The PTCO is a local umbrella organization equipping professional teacher candidates to become teacher leaders servicing learning communities by providing opportunities for effective communication and collaboration. Membership in any educational professional organization such as KA-NAAE, KNEA-SP, CEAI, IRA, ASCD, MEA, NCSS, NSTA, etc. are all included beneath the PTCO umbrella. This group plans the education banquet, holds fundraisers, and sponsors community service opportunities. Scholarships are available to members.

### **SIFE (Students in Free Enterprise)**

A student organization that provides opportunity for students to participate in competition, social activities and trips to major U.S. corporations.

## **Campus Safety**

### **Mission Statement**

The Campus Safety Department works to provide members of the campus community with opportunities to learn, work, and relax in a safe and orderly

environment. The Department assists in the development of a social and physical environment that is supportive of ministering, teaching, research, and administration on the MidAmerica Nazarene University campus.

## Office hours and location

The office is open 8:00 a.m. to 5:00 p.m., Monday through Friday. The office is located in Land Gym. The on-campus extension is 3299. Campus Safety officers are on duty 24 hours a day, 7 days a week. They can be reached at (913) 971-3299.

## MNU's Emergency Messaging Service

The Campus Safety Department has established an emergency text messaging service for members of our Campus Community. This method of notification is a supplement to the University's other methods of issuing timely warnings in the event of a security threat on or near our campus. Note that your cellular service provider may charge regular rates for messages received through this service. Signing up for this service is voluntary but the University urges you to do so. You will be asked to sign up each year so that accurate records can be maintained.

To sign up, please click on this link and complete the simple registration process [alert.mnu.edu](http://alert.mnu.edu)

## General Information

MNU Safety Department officers have full authority on college owned property, as well as the adjacent College Church-owned property. Officers are responsible for a full range of public services, including all crime reports, investigations, non-injury traffic accidents, enforcement of college rules regulating alcohol, possession of controlled substances, weapons, traffic regulations, and all other incidents requiring security assistance. Officers receive training from authorized agencies in the areas of first-aid, report writing, defensive tactics, evidence gathering and traffic investigation. Officers are available 24 hours a day, seven days a week. During late night hours if a student needs a safety escort they can contact campus safety at 913.971.3299.