

Trevecca Nazarene University

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2014-15 Student Handbook

PHONE DIRECTORY – EMERGENCY ASSISTANCE

Campus Security (24 hours).....	615-248-1296
<i>Tidwell Building</i>	
Switchboard Operator.....	615-248-1200
<i>Plant Operations, 8 a.m. - 4:30 p.m.</i>	
University Health Services.....	615-248-1261
<i>Clinic, Georgia Hall, M-F, 8:00 a.m. - 4:30 p.m.</i>	
University Counseling Services	615-248-1237
<i>Center for Leadership, Calling and Service</i>	
Associate Dean for Residential Life	615-248-1245
<i>Ronda Lilienthal</i>	
<i>Office of Student Development, Jernigan Student Center</i>	
Resident Director, Tennessee Hall.....	615-248-1297
<i>Katelyn Sharpes</i>	
Resident Director, Georgia Hall.....	615-248-1260
<i>Jillian Phelps</i>	
Resident Director, Johnson Hall	615-248-1230
<i>Jessica Dykes</i>	
Resident Director, Benson Hall	615-248-1381
<i>Daniel Jetton</i>	
Resident Director, Redford & Bush Apts	615-248-7380
<i>Heather Bryant</i>	
Resident Director, Shingler & Wise Apts.	615-248-7336
<i>C. J. Bradley</i>	

PHONE DIRECTORY

Abba Java (Coffee Shop).....	615-248-1716
Academic Affairs	615-248-1258
Academic Records	615-248-1268
Accounting Office	615-248-1240
Admissions.....	615-248-1320
Alumni	615-248-1350
Athletics	615-248-1271
Audiovisuals	615-248-1356
Benson Hall Lobby	615-248-6999
Bookstore.....	615-248-1218
Darda - Yearbook.....	615-248-7709
External Relations.....	615-248-1355
Financial Aid.....	615-248-1242
Georgia Hall Lobby	615-248-7099
Guest Housing.....	615-248-1333
Information Technology Services (ITS)	615-248-1236
Jernigan Student Center Lobby.....	615-248-7399
Johnson Hall Lobby	615-248-7199
Mail Services	615-248-1211
President's Office	615-248-1251
Sexual Harassment Policy Office.....	615-248-7792
Student Development.....	615-248-1245
The Cube (Snack Shop)	615-248-1577
The Hub (Snack Shop)	615-248-1231
Tennessee Hall Lobby.....	615-248-7299
Trevoches - Student Newspaper	615-248-7159
Waggoner Library	615-248-1214

FROM THE ASSOCIATE PROVOST AND DEAN OF STUDENT DEVELOPMENT

The *Student Handbook* has been prepared so that you can be informed about your University. It covers a wide range of campus activities, general University information, and specific guidelines for living in our campus community. Each part of this community plays a role in the formulation and enforcement of these guidelines. You are encouraged to read and become familiar with the Handbook.

The Community Living Guidelines define our expectations for living in a Christian community at Trevecca. At times, these guidelines may call for us to set aside our personal interests for what is best for the broader community. Guidelines are necessary for student life to provide the best environment possible to help you reach your full potential. In your local community, there are laws which govern behavior. These laws are in place to provide for the common good. Think how chaotic life would be if there were no traffic lights, stop signs, or "rules of the road" while driving your vehicle. The guidelines in this Handbook are your "rules of the road" while at Trevecca. They are not designed to hamper but rather to enhance your University experience.

We are pleased that you have chosen Trevecca Nazarene University. Be involved in the total life of this campus! Your participation will make a difference. I pray this school year will be a time of great growth and development for you!

Steve Harris

FROM THE UNIVERSITY PRESIDENT

We all live with rules and boundaries. Since the beginning, it has been so. Our creation story tells us that God created humans and placed them in the garden with specific instructions. They were to tend and care for the place where they would live. A "NO TRESPASSING" sign stood in front of the tree at the center of the garden. It was a boundary of respect between God and humans. God's intent was to create a respectful community where dignity and beauty were obvious. Adam and Eve violated the boundaries and destroyed the community. The rest is history. But there is good news. God is at work in Jesus to restore what was destroyed by the rule-breaking boundary-violating behavior of his first creatures.

We would like to think that Trevecca is a place where God is at work repairing and restoring a community. We have rules by which we agree to live. The purpose of these rules is to live together in peace under the blessing of God. Rules challenge our self-will and self-sovereignty. Boundaries ask us to know where we end and another begins. In other words, rules remind us that it is not "all about me." It is about great relationships between us that reflect God's design.

However, participation in the Trevecca community is much more than rule-keeping. On the Trevecca web site you will find a calendar of campus events. I will be there for most of these. I hope you will too. Let's enjoy life together. Let's work hard and play hard. Let's make Trevecca the kind of place that lives under the smile of God.

**Blessings,
Dan Boone**

TREVECCA HISTORY AND TRADITIONS

Trevecca Nazarene University was founded in Nashville in 1901 by Rev. J. O. McClurkan as the Literary and Bible Training School for Christian Workers. In 1910 the curriculum was enlarged and the name changed to Trevecca College, a name taken from an institution started in Wales in 1768 during the Wesleyan Revival.

In 1914 the College was moved from downtown Nashville to a site on Gallatin Road in East Nashville and in 1935 was established at its present location on Murfreesboro Road in Southeast Nashville. Trevecca became an official college of the Church of the Nazarene in 1917 and graduated its first four-year class approved by the State of Tennessee in 1942. It was first accredited by the Commission on Colleges of the Southern Association of Colleges and Schools in 1969. The first master's degree was added in 1984 with the first candidates receiving master's degrees in education in June, 1985. In May 1989, candidates received the first master's degree in religion. In 1995 the name of the institution was changed to Trevecca Nazarene University. In December, 1998 Trevecca was approved as a level V institution by the Commission on Colleges of the Southern Association of Colleges and Schools to add the first doctoral degree, the EdD with a major in Leadership and Professional Practice. The first doctoral degrees in education were awarded in 2002.

Trevecca Hymn

From the halls of old Trevecca, We go forth to serve our King;
In our chosen fields of labor, We her praises gladly sing.
To her high and noble standards, We shall never cease to hold,
Knowing that her God will bless us, With His riches yet untold.

Now her halls of higher learning, Seem a holy sacred shrine;
With her history rich and glorious and her scope and aim divine.
Marching forward with her blessing; Friendships,
memories lasting yet; We shall keep her spirit with us, Nor shall we her truth forget.

God who set thy hand upon her, Who has long supplied her need,
Wilt thou keep our Alma Mater Thine in service as in creed.
Give her guidance; give her wisdom; From thee never let her roam
all the way to heaven's portals, Bring her sons and daughters home.

Lyrics by Howard T. Wall, Jr.

Alma Mater

On a hill stands old Trevecca, lined against the sky.
Hallowed halls of faith and learning, as the years go by. We
will honor and we'll love her; we will stand for right. Always
carry high her banner, hail to the purple and the white. Fellow
students may we honor her; and be ever true. Sons and
daughters she'll be proud of -- dear old T.N.U. *Lyrics by
Florence Nail /Music by Peggy Perry*

University Mission Statement

Trevecca Nazarene University is a Christian community providing education for leadership and service.

Statement of Purpose

Trevecca Nazarene University, founded in 1901 by J.O. McClurkan, is a private, accredited, comprehensive institution of higher learning that exists to meet the higher educational needs of the Church of the Nazarene by providing educational services to qualified individuals who desire a university education in a Christian environment and from a Christian understanding. Its academic programs are based on Christian values that promote scholarship, critical thinking, and meaningful worship for students in preparation for lives of leadership and service to the church, the community, and the world at large.

As the official University for the Church of the Nazarene in the southeastern United States, Trevecca is guided by the Articles of Faith and the Covenant of Christian Conduct of the denomination. It emphasizes the authority of the Bible, time-honored tradition, reasoned thought, and authentic experience of Christian holiness as interpreted by the Wesleyan doctrine and world view. The University welcomes students of any religious affiliation who subscribe to its ideals and standards.

Trevecca intends that its graduates be socially-conscious, globally-aware, and actively-engaged individuals who are developing holistically in the cognitive, emotional, physical, social, and spiritual areas of being. The desire is that each student will develop a personal relationship with Jesus Christ. They are to be persons of strong Christian character able to make ethical decisions based on biblical principles and reflective thought. Their characteristics should include competence, responsibility, compassion, and the ability to integrate Christian faith and learning in practice.

The University provides a variety of face to face and distance education nontraditional and continuing education professional programs at the undergraduate, master's, and doctoral levels. Traditional undergraduate curricular programs focus on the liberal arts and sciences as reflected in the core curriculum and emphasize a number of professional content areas. While the primary focus of Trevecca faculty is to teach, faculty members are encouraged as reflective practitioners to conduct action research that contributes to the practical wisdom of applied knowledge and enhances the learning

experience. All programs strive to prepare students for positions of leadership and service in their chosen careers by clarifying their life calling, developing their intellectual abilities, and engaging them in research, service learning, internships, and/or other opportunities that will allow them to demonstrate practical application of their knowledge and skills.

To achieve its purpose, Trevecca employs faculty, administrators, and staff who model the ideals of the University and, as mentors, seek to foster a supportive and challenging environment in which every student can realize his or her full potential in Christ. Therefore, Trevecca seeks to employ Christians who are competent, professionally qualified, and fully committed to the University's mission and purpose.

University Motto

Esse Quam Videri - To be rather than to seem

University Colors

Purple and White

University Mascot

The Trojans

Spiritual Deepening Week

These chapel and evening services focus the Trevecca community on God's call on our lives.

All-School Retreat

This annual event takes place off-campus. It's a great combination of spiritual focus and recreation for everyone who attends.

Twirp Weekend (Trevecca Women in Rapid Pursuit)

Occasionally a Twirp weekend is planned. This event gives the ladies a chance to "break the ice." The gentlemen receive invitations while the ladies are left holding coats and doors.

Drama Productions

Each year the Dramatic Arts Program presents a full theatre season comprised of four stage productions. All students are invited to participate in these high-caliber, artistic experiences.

Homecoming

Homecoming is a week full of activities for Trevecca. Students, alumni, faculty, administrators, staff, and friends enjoy basketball games, the coronation ceremonies, banquet, concerts, drama productions, Homecoming and Founder's Day chapel, alumni gatherings, a parade, and other exciting "extras" designed to make the week memorable.

Christmas

The Christmas season officially begins with the lighting of the outdoor Christmas tree. It continues with a variety of activities such as parties, group caroling, special charitable giving projects, and an all-school Christmas party.

Valentine's Activity

This annual event is sponsored by the sophomore class. All members of the Trevecca community are invited to share in the celebration.

Junior-Senior Banquet

This semi-formal banquet is given by the junior class in honor of the graduating senior class. It is a memorable evening of fine food and entertainment at an elegant Nashville location.

Awards Chapel

At the end of spring semester, Trevecca takes time to honor students with departmental awards and recognition, club awards, and all-school awards.

Commencement

The weekend includes the Phi Delta Lambda (Nazarene Honor Society) dinner, a baccalaureate service and senior reception, and an outdoor commencement ceremony (weather permitting).

STUDENT ORGANIZATIONS AND ACTIVITIES

Student Government Assembly

The Student Government Assembly is composed of elected representatives of the Associated Student Body of Trevecca Nazarene University. Its purpose is to promote the best interests of all students. The Student Government functions in numerous ways. It serves as a liaison between faculty, administration, and student groups. It supervises student activities including elections and class events. In cooperation with the associate dean of students for community life, the vice president for social life, and the Social Life Activities Board, it plans programs for the school year. It nominates student representatives to serve as voting members of University committees. It publicizes various honors and awards and selects persons and organizations to receive these awards.

Associated Student Body Officers

President – Megan Trees
Vice President – Sarah Hogan
Student Chaplain – Athyn Galardi
Director for Communications – Griffin Dunn
Director for Social Life – Kathryn Stocks
TIA Commissioner – Kyle Kirby
Advisor - *Matthew Spraker*

Associated Student Body Officers and Class Representatives

Senior Class

President - Jessica Long
Vice President - Brie Danilczyk
Chaplain - Sam Bell
Representative - Hope Kenerly
Representative -
Sponsor -

Junior Class

President - Haley Marlar
Vice President - Julia Stewart
Chaplain - Chris Catoe
Representative - Trenton Sexton
Representative -
Sponsor -

Sophomore Class

President - Michael Foster
Vice President - Josh Durham
Chaplain - Corley Webb
Representative - Laura Wade
Representative -
Sponsor - Jennifer Neely

Freshman Class

President -
Vice President -
Chaplain -
Representative -
Representative -
Sponsor - Megan Edmister

Student Publications

Trev-Echoes (newspaper)
Editor - Nadia Smith
Sponsor - Joellen Weedman

Darda (yearbook)
Editor - Hannah Pollok
Sponsor -

Club Officers and Sponsors

An information sheet listing all campus clubs, their officers, and sponsors may be secured at the Office of Student Development or through SGA.

Publications

Trevecca Nazarene University owns various publications, two of which relate to student life and reflect the thought and life of the University. The publications do much to acquaint both students and constituency with the ideals and purposes of Trevecca. The campus newspaper, *Trevechoes*, is published at

regular intervals each semester (with the exception of the summer term). The University yearbook is the *Darda*. Editors are chosen as stated in the Constitution of the Associated Student Body. To fulfill the Board By-Laws statement regarding faculty and administrative responsibility for supervision of student activities and publications, the following should be observed:

1. Responsible journalism, including fairness and accuracy, shall be practiced.
2. A high quality of production shall be maintained, including attractiveness, good grammar and spelling, and proper timing.
3. No Trevecca publication shall attack the doctrines and ethical standards of the Church of the Nazarene.
4. Since final financial responsibility is vested in the University, financial guidance will be made available to editors through faculty advisors. The executive vice president for finance and administration will co-sign major contracts.
5. Publications will not advertise products or promote activities that are contrary to the rules of the Church of the Nazarene or the University.

It is understood that to achieve these guidelines there should be advanced approval of copy for student publications. Additional guidelines are made available to the editors and advisors. The student publication policy is available in the Office of Student Development. Questions regarding the guidelines shall be referred to the faculty advisor and, if necessary, to the associate provost and dean of student development for assistance.

Student Activities

Student Life Activities Board (SLAB)

The Student Life Activities Board (SLAB) exists to establish a working calendar of activities and programming for students. It is a committee consisting of representatives from different areas of student life including: ASB director of social life, ASB director of communications, student chaplain, TIA commissioner, RHA liaison, Office of Student Development coordinator of student activities, one resident director, and chaired by the associate dean of students for community life.

Sponsoring an Activity

Any class, club, or campus organization wishing to sponsor an all-school activity must obtain clearance for date and location. Forms for clearance may be obtained from the Office of Student Development.

It is requested that forms be completed and returned at least two weeks prior to the event. The director for social life will then clear the activity through the Office of Student Development, the Social Life Activities Board, and the entire Student Government Assembly

If a schedule conflict arises, the activity that has fulfilled the above requirements will take precedence. The Office of Student Development has reserved the right to cancel or reschedule the conflicting activity.

Faculty Sponsors

Each student organization has a faculty sponsor. In order that students might have as much choice as possible and the faculty loads might be equalized, the following guidelines apply to the selection and approval of sponsors for student organizations:

1. **Eligibility Requirements for Student Organization Sponsors**
 - a. Must be a full-time member of the faculty, administration or staff.
 - a. Must have had at least one year of full-time service in the University.
 - b. Sponsors will ordinarily have one sponsorship per year.
 - c. Must be approved by the Student Life Council.
 - d. Any exceptions regarding sponsors must be approved by the President's Cabinet and Student Life Council.
2. **Duties of Sponsors**
 - a. *Attend* all meetings of the student group including executive council meetings.
 - b. *Advise* on all matters relating to school policy, correct procedure, group activities, etc.
 - c. *Supervise* financial matters by signing all requisitions and check requests.
 - d. *Approve* all outside speakers, projects, and social functions of the student group.
3. **Student Government Advisor**

The advisor for Trevecca's Student Government Assembly is the person who serves as associate dean of students for community life.
4. ***Darda* and *Trevechoes* Sponsors**

After the selection of student editors in the spring and prior to commencement, the new *Trevechoes* and *Darda* editors, in consultation with the associate provost and dean of student development, will choose the sponsors.
5. **Class and Club Sponsors**

The newly elected officers for classes and clubs shall select three nominees for sponsors at their first regularly called meeting following their election. These names shall be presented to the Student Life Council for final approval.

Campus Ministries

Students may engage in regular weekly opportunities for ministry in the community that include:

- Ministry with inner-city children
- Ministry with retired persons
- Ministry with homeless persons

Opportunities are also provided for hands-on ministry in the greater Nashville area through partnerships with neighborhood elementary and middle schools, and the Napier Housing Community.

The Center for Social Justice also provides opportunities for students to be involved. Ministry opportunities are available through University-sponsored trips during fall and spring breaks as well as early summer for students to engage in ministry outside of Nashville and the United States. Recent locations have included Memphis, TN, Oklahoma City, OK, Chattanooga, TN, Uganda, Germany, Ukraine, Italy, India, Jamaica, China, Philippines, Paraguay, Australia, Ecuador, Swaziland, and Peru.

Students may also participate in a three-month summer mission experience through Immerse. Visit Spiritual Life and Community Life pages for additional information.

Athletic Programs

Trevecca's athletic program is divided into three basic areas: intercollegiate sports, intramural activities, and a student activities program in the afternoons and evenings in the Moore Physical Education Center and outdoor athletic facilities.

1. Intercollegiate Program

Intercollegiate athletics were formally started at Trevecca in the winter of 1968-69 with the completion of the Moore Physical Education Center.

Men's Programs: Baseball, Basketball, Cross Country, Golf, Soccer, Track (Indoor/Outdoor)

Women's Programs: Basketball, Cross Country, Golf, Soccer, Softball, Track (Indoor/Outdoor), Softball

The intercollegiate athletic program is under the supervision of the associate provost and dean of student development and the Intercollegiate Athletic Committee (composed of faculty, administrators, alumni, and students) and is administered by the director of intercollegiate athletics. Trevecca is a member of the National Collegiate Athletics Association (NCAA) Division II and competes in the Great Midwest Athletic Conference (G-MAC).

2. Intramural Program

A full program of intramural activities is provided under the administrative supervision of the associate provost and dean of student development, the director of

intercollegiate athletics, and the immediate sponsorship of the Trevecca Intramural Association. Sports included in the intramural program are ultimate frisbee, flag football, basketball, beach and indoor volleyball, softball, soccer, dodge-ball, and tennis.

3. Student Activities Program

The student activities program in the Moore Physical Education Center during afternoons and evenings includes the use of the gymnasium, racquetball courts, and Wellness Center. The outdoor facilities provide lighted tennis courts, a basketball court, a sand volleyball court, baseball, softball, and soccer fields, and a walking track. This program is under the supervision of the director of intercollegiate athletics.

4. Cheerleaders

The sponsor will conduct tryouts and select candidates for final election by the student body and a panel of judges. Depending on the number of candidates, this procedure may be altered at the discretion of the associate provost and dean of student development, the sponsor, and the director of intercollegiate athletics. Cheerleaders are under the supervision of the director of intercollegiate athletics in conjunction with the associate provost and dean of student development.

Clubs and Organizations

1. Scholastic Departmental Organizations

These are organized to develop an appreciation among students for their intended profession. They are Pi Kappa Delta (National Speech Organization), Science Club, Alpha Pi Chapter of Sigma Zeta, Science and Math National Honor Society, Tau Epsilon (Education), Phi Beta Lambda (Business Club), Social Work Club and Forensics.

2. Music Organizations

These include the following performing groups: Wind Ensemble, Madrigalians, TNaz Jazz, Vocal Edge, Choral Union, Trevecca Symphony Orchestra, Lyric Theatre, Guitar Ensemble, Pep Band, Lab Band, Percussion Ensemble, Commercial Ensemble, Gospel Choir, Jazz Combo, and Chamber groups.

3. Religious Clubs

See Religious Organizations.

4. Trevecca Intramural Association

This student organization maintains an active and well-rounded program of intramural athletics for both men and women. Please see intramural program description for further information.

5. Honor Society

The Honor Society is composed of students (sophomores and above) who maintain a cumulative average of 3.5 or

above for two consecutive semesters. If a member maintains this average until graduation, he or she may be elected to the Zeta Chapter of the National Nazarene Honor Society, Phi Delta Lambda.

6. **Residence Hall Association**

The RHA was founded in 1997. Everyone who lives in a University residence hall is a member. The RHA provides opportunities for its membership to learn leadership skills, grow spiritually, and develop socially.

7. **Other Clubs**

Other student organizations serve special interests. Also, if sufficient interest is evidenced, new clubs may be chartered by working with the ASB vice president and the associate provost and dean of student development. Organizing a new club requires a charter and constitution and compliance with all requirements for clubs and organizations.

LEAD Student Leadership Program

The LEAD (Learn, Engage, Apply, Develop) Student Leadership Program is open to all students and is designed to train up leaders, giving students the opportunity to explore and develop their leadership potential. The program consists of LEAD workshops which are designed to prepare students for the responsibilities of leadership and service in the University and in the world and Profiles in Leadership events. Profiles in Leadership provides a unique opportunity to learn lessons of leadership from leaders in different fields. This series includes speakers who tell their story reflecting on critical choices in their personal and professional lives, and sharing their experiences as a Christian leader. Students are also able to earn the Distinguished Leadership Certificate by participating in the LEAD workshops, Profiles in Leadership events, community service projects, and presenting at the Student Leadership Symposium.

All-School Awards

Each spring semester, students are elected to receive the all-school awards. Recipients of the all-school awards are elected as stated in the Constitution of the Associated Student Body. Following is a list of the all-school awards and the criteria for each:

1. **Religious Activities**

Given to one male and one female who have been most actively and effectively involved in campus oriented religious activities.

2. **Scholarship**

Awarded to one male and one female who have excelled in academics while being active in school functions and have done the most to demonstrate and promote an academic attitude on campus.

3. **General Activities**

Given to one male and one female who have actively and enthusiastically participated in various school organizations and activities.

4. **School Spirit**

Awarded to one male and one female who have generated enthusiasm and displayed noticeable school spirit throughout the year.

5. **Dependability**

Given to one male and one female who have best exemplified this characteristic by taking on responsibilities and effectively carrying them out.

6. **Leadership**

Awarded to one male and one female who have successfully held executive positions in school organizations and demonstrated definite leadership ability.

7. **Citizenship**

Given to one graduating senior who has proven throughout his/her college career to be a dependable worker in a variety of school activities, is well-rounded academically, has Christian character and integrity, and who has generated enthusiasm and served as an inspiration to fellow students. This award is presented at the commencement ceremony.

University Food Services

The cafeteria is located on the second floor of the Jernigan Student Center and is managed by Pioneer College Caterers, Inc. The cafeteria uses a large number of student workers and offers positions with flexible schedules. Your food service has an open-door approach and welcomes your input at any time (ext. 1232). Below you will find meal hours, services, and policies.

Unlimited Access Continuous Service Plan

The unlimited access continuous service meal plan for residential students offers greater flexibility for you in choosing when you eat according to your busy schedules, while also allowing the opportunity to stop in, relax, and have a snack between meals. Under this plan you may enter the cafeteria as many times as you wish.

Meal hours and a description of the program is provided below:

Unlimited Access Continuous Service

Monday – Friday 7:00 AM - 7:00 PM

Full program will be offered during the following schedule Monday through Friday:

<i>Breakfast</i>	7:00 AM - 9:00 PM
<i>Lunch</i>	11:00 AM - 1:15 PM
<i>Dinner</i>	5:00 PM - 6:30 PM

Continental breakfast is available until 10:00 a.m. and includes the waffle bar. The following will be available when the full program is not offered:

- All beverages
- Cereal bar
- Breads and bagels with condiments
- Premium deli bar including chips
- Soup and salad bar
- Fruits -- fresh and canned
- Desserts and ice cream

Included with this meal plan are 30 exchange meals that may be used at The Hub or The Cube.

Weekend Meal Hours

	Saturday	Sunday
Breakfast		8:00 AM - 9:00 AM
Brunch	11 AM - 12:30 PM	
Lunch		12:00 PM - 1:00 PM
Dinner	5:00 PM - 6:00 PM	5:00 PM - 6:00 PM

*All resident students are **REQUIRED** to participate in this plan.*

During the registration process you may also choose to purchase snack shop credit. The snack shop credit options are as follows (1) \$50 credit value for \$45 and (2) \$100 credit value for \$80. This added flexibility will allow you to eat in The Hub, The Cube, or Abba Java at your convenience. Additionally, if you need to add to your credit line or simply want the convenience at any time during the semester, a block of credit can be purchased through the cafeteria entitling you to a bonus of 10% in credit value above the purchased block of credit.

Note: Unused Snack Shop credit cannot be carried over to the next semester.

Commuter Food Service

Commuter students who want to enjoy their meals in the cafeteria for the sake of convenience and fellowship with other students, may choose from the following options. Meals may be purchased at the door. Line rates for non-board students and guests:

<i>Breakfast</i>	\$6.00
<i>Lunch</i>	\$8.00
<i>Dinner</i>	\$10.00
<i>Specials and Steak night</i>	\$11.00

A commuter meal plan (75 meals, breakfast or lunch only, includes 15 exchange meals in The Hub and The Cube during the semester) may also be purchased at registration. It allows commuter students to eat lunch Monday through Friday as often as they choose during the semester. Students must present their ID card to the cashier when entering the cafeteria.

The cost for this option is \$597 per semester. This price is discounted from the regular guest price for lunch. This charge can be added directly to your school bill.

Cash on ID Card

Students not on the meal plan, faculty, and staff may have cash value coded on their ID card. This plan offers the convenience of not paying with cash each time you enter the cafeteria. Placing cash on your ID card can be done in the cafeteria office. Your ID card must be presented to the cashier each time you enter the cafeteria.

Special Services

1. Sack Lunch and Hot Trays

Sign-up sheets are available in the kitchen for those students who miss meals because of a work or school-related conflict. For your convenience, sack lunches or hot trays are both available. A 24-hour notice is *required* to ensure that you receive adequate service.

2. Special Diets

Students with special dietary needs due to medical reasons should contact the Coordinator of Student Disability Services located in CLCS (Center for Leadership, Calling, and Service). The student is required to provide necessary documentation to seek accommodations.

Sick trays are also available for students on the meal plan who are too ill to attend meals. A note from your R.A. is necessary for this service.

3.

4. ID Policy

You are required to present your student ID card to gain admittance to the cafeteria. If you do not bring it to the cafeteria, you will be asked to go back to your residence hall to get it. **No one** will be admitted to the cafeteria without either presenting a valid student ID *or* paying the line rate for the particular meal.

Please do not pass your student ID to another student to use. If you do, you will be referred to the associate provost and dean of student development.

5. Nutrition Program

You will notice signs and posters hanging around the cafeteria. They are part of your food services Nutritional Awareness Program. The program is designed to help you make the right choices if you are interested in watching your diet for either weight or health purposes. A booklet will be available during registration which will explain the program in greater detail. If you are interested in more details than the book gives, please check with the food service manager. We encourage you to take advantage of this program.

6. Food Committee

Food Services and the associate provost and dean of student development will work to establish a Food Service Committee to determine the needs of the student population. Any student who can help us provide a better food program is welcome to join the Committee.

Remember, the Committee is one of the best avenues for student and food service communication. If you have a comment or complaint, you should speak to your food service manager so that he can respond immediately.

7. Other Requirements

- a. No silverware or other dining room equipment is to be taken from the cafeteria for personal use.
- b. Unauthorized persons are requested to stay out of the kitchen according to the health department's regulations.
- c. Inappropriate behavior in the dining room will result in disciplinary action determined by the associate provost and dean of student development.
- d. Your program allows unlimited seconds. Please avoid waste and be thoughtful of your fellow students when returning to the line for seconds.

The Hub & The Cube

The Hub is located on the lower level of the Jernigan Student Center. Under the supervision of Pioneer College Caterers, Inc., it provides a wide range of selections plus a full line of grilled-to-order items and burrito bar. You will find the atmosphere perfect for good food and fellowship.

The Hub Hours:

Day Shift

Mon. - Fri. 11:00 AM - 2:00 PM

Evening Shift

Sunday - Monday 6:00 PM - 11:00 PM

The Cube Hours:

The Cube is located in the Boone Business Building. Under the supervision of Pioneer College Caterers, Inc., the menu includes subs, wraps and panini style sandwiches. Beverages include Coca Cola products. You will enjoy the upscale sandwich shop atmosphere.

Day Shift

Monday - Friday 11:00 AM - 1:00 PM
Saturday and Sunday Closed

Abba Java

Abba Java (Coffee with a Cause) is located in the Center for Leadership, Calling, and Service (CLCS). It serves not only a variety of specialty coffees but also focuses on serving all

natural smoothies, frappes, teas, lemonades, protein shakes and a variety of baked goods and snacks.

Game Room

The game room is located in The Hub on the lower level of the Jernigan Student Center and is under the supervision of the associate dean of students for community life. The game room provides 2 billiard tables, foosball, televisions, and a stage that often has live musical performances.

McKay Media Room

The McKay Media Room is located on the main level of the Jernigan Student Center. This is a dedicated gaming area where students can enjoy Wii, PS3, and XBOX 360 on several televisions and a large projection screen. The Media Room also offers computer terminals and board games, as well as comfortable seating for games and conversation.

University Bookstore

The bookstore is located on the first floor of the Jernigan Student Center. The normal hours of operation are Monday through Friday, 9:00 AM - 5:00 PM. The store sells all required textbooks and supplies, general school/office supplies, snacks, Trevecca logo clothing, greeting cards, giftware, some electronics, and health and beauty items. Purchases may be made by cash, check or credit card (Visa, Discover and MasterCard). Textbooks and school supplies may be purchased in the bookstore via charges to their student account or any other acceptable method of payment.

Policies for book refunds are determined by the bookstore manager and vary for new, used and rental textbooks. There are also pro-rated policies for refunds through the University's drop/add period. Summer and mini-term refunds are available only during the first two days of the term, and no refunds are available for post-baccalaureate summer courses. The bookstore website is www.tnubookstore.com. For assistance please contact 615-248-1218.

Cashier

The cashier is located on the main floor of the Martin Building. Personal checks, money orders, and certified and cashier's checks up to \$100.00 may be cashed per day. A \$35 return check fee is charged on all returned checks.

Office Hours:

Monday	9:00 AM - 4:00 PM
Tuesday - Friday	8:30 AM - 4:00 PM
Closed daily	11:30 AM - 12:30 PM

Students will not be allowed to cash any checks until any previously returned check has been cleared. Additionally, a student will lose all check cashing privileges for the academic year if more than one check is returned.

Counseling Services

The University offers a wide range of counseling/advising services to its students. Any member of the faculty, administration, or staff is willing to be available to a student who desires assistance. Personnel in the Office of Student Development are available to help students solve personal and social problems. The resident directors and resident assistants in the residence halls also assist in this area. The university chaplain is available for counseling during regular office hours and at other times by special appointment. In addition, the director of counseling services and counseling interns are available to meet with students in the Center for Leadership, Calling, and Service. Counseling services include personal counseling, pre-marital counseling, and assessment. Students may set up an appointment by accessing the counseling services inquiry form at:

<http://www.trevecca.edu/clcs.counseling/form>.

Career Services

Career services are provided by the Sophomore, Junior, and Senior Year Experiences as it relates to the progressive nature of preparing students for a career. It provides students with career and life calling assessments, career development counseling, and a structured internship program for selected majors. Career services also offers job-search related strategy workshops, career exploration events, resume and interviewing education, mock interviews, business and etiquette dinners, assistance with graduate school admissions, career fairs, on-campus interviewing, job postings, and job referrals. These services are available to all students and alumni Monday - Friday 8:00 AM - 4:30 PM, and other times by appointment. Students and alumni can access www.trevecca.experience.com to view local job postings and post their resumes for employer viewing.

Disability Services

Institutions of Higher Education are governed by two laws that deal with students with disabilities - the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act (ADA) of 1990. Trevecca Nazarene University strives to be an inclusive community for all students with equal access to education as the governing principal. The institution has the right to maintain academic standards, and no accommodation may be permitted to reduce that standard for any student. Accommodations are available to provide reasonable access to Trevecca's facilities, academics, and programs. Students seeking accommodations for any type of disability (including students with special dietary needs requested by a physician) are encouraged to contact the coordinator of student disability

services in the Center for Leadership, Calling, and Service for information concerning the documentation of a disability and the procedure for implementing accommodations.

Emergency Alert System

Trevecca offers a free emergency alert system that will warn subscribers by phone or e-mail when the potential for a campus emergency exists. This service has the capabilities to send both voice and text to your cell phone.

To sign up, visit <http://emergency.trevecca.edu>, complete the required information, then click SUBMIT. If you have any technical problems registering your information, please notify the ITS Helpdesk (ext. 1223, 248-1223 or HelpDesk@trevecca.edu).

Employment Services

Those desiring employment on campus should come to the Center for Leadership, Calling, and Service. Career services handles all matters relating to student employment including college work study applicants. Numerous job listings, both on and off-campus, are maintained regularly and are posted daily on line. Career services also hosts job fairs, recruitment activity, teaches job search skills, and coordinates the career internship program for juniors and seniors. An on-campus job fair is offered every August during the first week of school.

Laundry

Campus laundry facilities are located in each residence hall for the convenience of the residents. For Redford, Shingler and Bush Halls, laundry facilities are located in the Redford Hall building.

Housing

1. Residence Halls

Life in a college residence hall is an unforgettable experience, but it may also present a serious problem in social adjustment. The change from the privacy of home to the complexities of group living is difficult for some, but for most it is an exciting adventure. Where the desires of so many are varied, it is necessary that each one learn to live in harmony with others.

The associate dean of students for residential life exercises general supervision over all residence halls. In addition, there are resident directors and resident assistants in each residence hall.

Residence hall regulations are stated in the appropriate section of this handbook.

2. Apartments

Trevecca offers apartments for rent on or nearby the campus for students and other personnel. The majority are one- and two-bedroom unfurnished apartments. For more details regarding amount of rent and availability, contact the UTA apartment coordinator at 615-248-1424.

Information Technology Services

Information Technology Services (ITS) is located on the lower level of the Adams Administration Building. ITS provides computer, printer, and network support for our campus community.

Acceptable Use Policies

The Acceptable Use Policies are located at <http://its.trevecca.edu>. By using the technology provided by Trevecca Nazarene University, you agree to abide by the Acceptable Use Policies. Please read the Acceptable Use Policies in their entirety to ensure that you understand all the terms and conditions contained therein.

- Network Acceptable Use Policy
- E-Mail Acceptable Use Policy
- Intranet Acceptable Use Policy
- Internet Acceptable Use Policy
- Wireless Acceptable Use Policy

Any violation of these or other University policies may result in disciplinary action, including the termination of your network, e-mail, and/or internet access.

For more information about the services provided by the ITS Department, visit <http://its.trevecca.edu> and click the Student Technology Info link or any other link that may be more specific to your interest.

For assistance, please contact the ITS HelpDesk: helpdesk@trevecca.edu or 615-248-1223.

Health Services

The Trevecca clinic is located on the lower level of Georgia Hall (entrance is at the rear of the building). Clinic services are available to undergraduate students only and their families (children and spouses). Through student health services the University furnishes a medical facility, the services of a physician assistant, immunizations, allergy shots, and treatment of minor illnesses. Professional services and medications are available at the on-campus clinic at a modest expense to you. Physician assistant services are by appointment during designated hours. The charges are much lower than those of health care facilities off-campus. Payment is expected at the time of service.

It is very important that you provide your own health insurance coverage, either as part of your parents' policy or through an individual policy. Medical care centers will expect proof of insurance coverage *or* payment at the time of treatment. Make certain to obtain an identification card from your insurance company that can be carried with you at all times. The responsibility for coverage lies with you and your parents. If you need insurance coverage, plans are available in the Office of Student Development for your consideration.

The clinic is open Monday through Friday, 8:00 a.m. - 4:30 p.m. Clinic personnel will not be on call after hours. The nurse will make appropriate doctor and dental referrals during office

hours. In case of emergencies after 4:30 p.m. and on weekends, please notify your resident director, and he/she will refer you for necessary consultation.

Waggoner Library

Committed professionals - Effective communication - Supportive technology - User-centered services

Waggoner Library provides access to the latest research technology including over 100,000 print materials, more than 60,000 electronic books, and hundreds of journals searchable from databases and electronic reference tools, via the Internet. The library web site is available 24/7 at <http://library.trevecca.edu>.

Located near the center of campus, the library is also a great place to study. Group study rooms provide a perfect place to collaborate on projects.

Waggoner Library's collections consist of print and electronic books, print and full text electronic journals, videos, DVD's, music CD's, as well as Trevecca and Church of the Nazarene history. All electronic resources can be accessed off campus with proper authorization.

Waggoner Library is open during fall and spring semesters as noted below:

Monday-Thursday	8:00 a.m. - midnight
Friday	8:00 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	2:00 p.m. - 5:00 p.m., 8 p.m. - midnight
Circulation Desk	615-248-1214
Reference Desk	615-248-1570
Instructional Resources Center	615-248-1205

Any changes in library hours are posted on the library web site.

Library card: Your student I.D. serves as your library card. Books are checked out for four weeks. Reserve books are located at the Circulation Desk, main floor. Media materials (video, CD, DVD, software) placed on reserve are located in the IRC, ground floor.

The library's catalog can be viewed from the Library's Web site at <http://library.trevecca.edu>. The web site also provides a portal to online information: full text databases, interlibrary loan services, Internet resources and other research tools such as ProQuest and Academic Onefile.

Online Full text Journal Databases: Over 150 databases, many of them specific to subject disciplines (business, religion, literature, etc.) are available through <http://library.trevecca.edu>. From the library's home page,

select the link to "Electronic Resources" to find access to the databases.

Reference & Information Services: The reference desk, main floor, is staffed all hours the library is open to assist in answering questions you may have regarding research as well as technology. Computer workstations are equipped for word processing, Power Point, Excel, and other MS Office applications as well as all library resources. Live chat for research help is available during most hours the library is open. Look for "Contact Us" at the bottom of the library's main page.

Instructional Resource Center: Located on the ground floor of the library, the IRC includes a juvenile literature collection, textbooks, musical scores, CD's, and DVD's. Computers are available for multimedia production and software preview. Viewing and listening rooms are available.

Miscellaneous Services

Copy rooms are located on the main floor and ground floor of the library. A per page charge for copies will be added to the student's account.

Laptops can be checked out for 3 hours in the library from the circulation desk.

Group study rooms are available on a first come, first served basis.

Phone Zone, located by the restrooms on all levels of the library, is the place to take cell calls.

Academic Services

The Office of Academic Services provides support in all phases and at all levels of students' academic experiences. Located on the upper level of the Center for Leadership, Calling, and Service, the office includes tutoring and study groups, with an emphasis on math and writing assistance. Students may also initiate study groups in a particular course, using the area as a place to meet. In addition, student success workshops are a regular part of the services provided for students and include such topics as time management, note taking, general test preparation, and academic honesty. Other workshops include test-specific techniques aimed at addressing ways to prepare for such tests as the ACT and the Core Academic Skills Assessment. The academic services personnel look forward to meeting and working with students in their academic pursuits.

Mail Room

The Mail Room is located on the ground floor of the Jernigan Student Center. All residential traditional undergraduate students will be assigned a mailbox at the Mail/Copy Center upon registration. Each student will be responsible for securing his/her mailbox combination from the

Mail Room. The Mail Room window is open Monday through Friday from 11 AM to 4 PM. Students receiving mail/packages too large for their mailboxes will receive a form in their mailbox to notify them that there is something waiting for pickup. Mail can be picked up with a valid Trevecca student ID. Students should have mail sent to them at their student address as follows:

Student's Name
Trevecca Nazarene University
TNU Box _____
333 Murfreesboro Road
Nashville, TN 37210-2877llll

Security Services

Under the supervision of the Office of Student Development, the security department is composed of five full-time staff officers and students who serve as part-time staff. The security staff is on duty 24 hours a day, seven days a week. Security can be contacted at ext. 1296 or 615/642-3523. The security office is located on the lower level of the Tidwell Building. For assistance in an emergency, call security (ext. 1296), the switchboard operator, the Office of Student Development (ext. 1245), any of the resident directors, or Metro Police at 615-862-8600. An evening supervisor is in charge of the campus during the hours the Office of Student Development is closed. Security is assigned responsibility for keeping order, securing buildings and supervising traffic control. Upon request, students must present their student I.D. or other identification to on-duty officers.

The security department offers free jump-starting services for vehicles on Trevecca property. This service is available only as time permits. Personal identification and vehicle registration must be provided.

If you lock your keys in your vehicle, the security personnel offers a free vehicle lockout service for vehicles on University property. This service is available only as time permits. Your student ID card must be presented upon request. Prior to receiving assistance, those needing these services will be asked to sign a waiver releasing the University of any liability for damage.

Athletic Facilities

The Mark R. Moore Physical Education Center houses a gymnasium, wellness center, racquetball courts, and several large classrooms. A full program of activities is designed to provide each student with opportunities in physical development and obtaining skills in lifetime sports. The Physical Education Center is open Monday through Saturday from 6:00 AM to 11:00 PM, and Sunday from 1:00 PM to 5:00 PM. The Moore Physical Education Center also closes in the evenings during the hours of scheduled University revivals.

The outdoor facilities provide lighted tennis courts, a lighted basketball court, a baseball diamond, intramural field, jogging

track, soccer field, softball field, lighted sand volleyball court, and additional areas for other sports activities.

All facilities are for the exclusive use of Trevecca students, faculty, staff and the T-Club. Any person wishing to use the athletic facilities for special group activities must clear them through the facility coordinator of the physical education center and the director of intercollegiate athletics. Others may use facilities only by special permission from the facility coordinator and with payment of the appropriate fee.

Institutional Operational Goals (Values Statement)

At Trevecca Nazarene University we are committed to:

1. Being a Christian university that serves its primary stakeholder, the southeastern region of the Church of the Nazarene, through delivering higher education rooted in the Wesleyan-holiness tradition.
2. Serving the Middle Tennessee community and beyond by providing relevant academic programs in a thoroughly christian atmosphere.
3. Preparing servant-leaders through the holistic development of students.
4. Mentoring students and developing life-long relationships with them.
5. Offering a beautiful campus and classroom environments for students and employees that are healthy, safe, and conducive to good teaching and learning.
6. Growing enrollment while developing new programs in alignment with the mission.
7. Providing high quality support services at all program locations, implementing best practices in program delivery, and maintaining all University resources in a responsible manner.

STUDENT DEVELOPMENT GOALS

The following student development goals were formulated to support the institutional mission and purpose. The University desires to provide a supportive environment where you can develop in every area of your life during your university career. This holistic approach emphasizes intellectual, spiritual, social, emotional, and physical growth. The student development goals are intended to:

1. Support students in their academic, spiritual, and social development with supplemental cultural and intellectual enrichment opportunities beyond the classroom.
2. Provide a comfortable living environment in the residence halls.
3. Provide a variety of options for nutritious meals in comfortable and attractive facilities for students, faculty, staff, and guests.
4. Provide comprehensive career planning for all students and career placement for seniors; prepare students to

conduct effective job searches; and coordinate employment interviews on campus.

5. Provide individual and group counseling services to students in areas of personal, religious, interpersonal relationships, and family social problems.
6. Communicate and implement institutional policies and expectations concerning community living.
7. Provide opportunities for students to participate in a variety of competitive intercollegiate sports and intramural athletic activities.
8. Provide opportunities for students to participate in student government and a variety of class and club organizations.
9. Provide a variety of high quality chapel services for the campus community and a variety of service opportunities through campus ministry programs and mission trips.
10. Develop a retention program that encourages students toward the completion of their educational goals; monitor retention/attrition statistics; and conduct studies of non-returning students.
11. Provide a meaningful orientation program that will assist new freshmen and transfers in their transition to university life.
12. Provide a safe campus environment through a well trained security staff.
13. Provide adequate university health services for students, faculty, and staff.

COMMUNITY LIVING GUIDELINES

The "Community Living Guidelines" section of this *Student Handbook* presents university policies affecting three vital areas of student life: Christian community and personal growth, dress and behavioral standards, and residence hall guidelines. The guidelines in this section are reviewed on an annual basis. The Student Government Assembly, by a two-thirds majority vote, can recommend new guidelines or revisions for consideration to the Student Life Council. The administrator responsible for student life, the associate provost and dean of student development, can also initiate recommendations to the Student Life Council for new guidelines or revisions. For consideration by the Student Government Assembly, Student Life Council, or the President's Cabinet, all guidelines must conform to the *Manual of the Church of the Nazarene*. The University president has ultimate responsibility for interpreting whether or not a recommendation conforms to the *Manual of the Church of the Nazarene*, and may veto any recommendation judged to be in conflict with the mores and *Manual of the Church of the Nazarene*.

The Student Life Council is the major policy-making body for student life. The suggested guidelines or revisions from the Student Government Assembly require a two-thirds majority vote by the Student Life Council in order to pass and be

considered by the President's Cabinet. The President's Cabinet will consider any suggested guidelines or revisions which pass the Student Life Council. A simple majority vote by the President's Cabinet is required for approval.

The following guidelines have been duly processed through the authorized committees and councils and are to be adhered to by all members of the Trevecca community.

CHRISTIAN COMMUNITY AND PERSONAL GROWTH

The purpose of a Christian institution of higher learning is to stress academic excellence and further the intellectual and spiritual growth of its members. The community of Trevecca Nazarene University places special emphasis on the development of the Christian life. Everyone is urged to take advantage of the many opportunities for spiritual nurture and Christian service. Teachers are encouraged to open classes with prayer and/or devotions.

Trevecca is particularly committed to providing opportunities for all members of the University campus in which God's transforming grace is present and active. Such opportunities include prayer, scripture reading, accountability groups, ministry and service groups, and public worship.

Chapel

In a Christian university setting, chapel represents the heart of religious faith as expressed in worship and love of God and learning. Therefore, chapel at Trevecca is considered to be on the *same level of importance as academic classes*, and both have required attendance.

Note the following statements taken from two eminent experts on the Christian university experience:

"The college chapel service... that renews the vision of God and studies and keeps things in focus is essential in cultivating a climate of faith and learning. Chapel is the college community at worship, cultivating Christian devotion, dedicating all its activities to the glory of God, seeking biblical instruction that will guide its life and thought, and reflecting on its God-given calling" (Arthur F. Holmes, *The Idea of a Christian College*).

"The chapel has been the chief college religious symbol and the focal point of all meaning... I think the way of wisdom is to... make the chapel central... Above all, we must make the chapel good, and we must be willing to spend the time, effort, and money to achieve this end" (D. Elton Trueblood, *The Idea of a Christian College*).

Chapel programs at Trevecca Nazarene University provide a time for community building on and off campus, spiritual enrichment, evangelism, and a specific time for students, faculty, and administration to worship together.

Personal behavior and attire in chapel should be consistent with all due respect and reverence (refer to "Dress and

Behavioral Standards" in this section). Students are not to wear earphones, text message, study, read magazines and papers, use computers, write letters or notes, etc. during chapel worship. Cell phones should be turned off when coming into chapel. Students are not to bring babies or small children into chapel; in cases of emergencies, exceptions may be made by the student development personnel.

Chapel attendance is required of all students in accordance with the following guidelines. In order to meet the diverse schedules and journeys of the campus community, students have 48 - 50 opportunities for chapel credit each semester (Tuesdays and Thursdays at 9:30 a.m.; Wednesdays at 10:00 a.m.; and occasionally on Monday evenings at 6:30 p.m.). Other opportunities such as Friday Homecoming Chapel, Guided Prayer Walk, and two evening Spiritual Renewal services are also provided. A schedule of all chapels is provided at the beginning of each semester.

Because chapel is considered part of the Trevecca curriculum, each student is required to attend a minimum of 24 chapels during the semester. Schedules, including work, must be planned around class and chapel attendance. No distinction is made between excused and unexcused absences (e.g., sickness, on-campus meetings, work, field trips, personal emergencies, or athletic events); in order to receive chapel credit a student must attend a chapel.

Each student should keep track of her/his attendance record via TNU4U (Self Service). Persons who fail to meet the 24 chapel requirement during a semester will be assessed fines (see [Student Handbook](#)) and may have further disciplinary action, including disenrollment.

Chapel Attendance Guidelines

1 - 5 credit hours - Attendance **not** required

6 - 11 credit hours - Required a total of **12 times** during the semester

12 or more credit hours - Required a total of **24 times during the semester**

If you think, on the basis of extreme circumstances, that you should be excused from chapel attendance more than the guidelines allow, **it is your responsibility to submit a request form for chapel exemption each semester to the Office of Student Development.**

Chapel Exemption Guidelines

Chapel exemption requests will generally be considered for students in the following situations only:

1. Student teaching and certain senior level internships.
2. Commuting students - If your only class meets at 7:30 a.m. or after 12:00 noon on Tuesday or Thursday, you may qualify for a partial exemption.

As all members of the campus community understand the significance and centrality of the chapel program and demonstrate a positive attitude toward our times of worship

together, disciplinary actions will not become necessary. Persons who do not fulfill chapel attendance expectations should be aware that the Office of Student Development will respond according to the following guidelines:

Once you exceed the number of allowed absences, fines will be assessed as follows:

1st absence - \$10

2nd absence - \$15

3rd absence - \$20

Additional absences - additional \$10 each

Excessive absences may result in further disciplinary action, including dismissal from the University.

Spiritual Growth

In addition to the chapel services, you are encouraged to use the residence hall chapel rooms for private prayer and meditation. These rooms are designated specifically for prayer and meditation and should be used accordingly. Locations for large group prayer meetings can be arranged through the Office of Student Development and coordinated by the University chaplain and/or campus ministries.

Students on each residence hall floor/apartment are encouraged to participate in a spiritual formation group on a regular basis. The University encourages as many students as possible to be involved in this way. This worship and sharing contributes to the growth of the Christian community and of the individual. These groups can take a variety of forms, including a book study, accountability group, prayer group, or service project group.

During the week, a variety of ministry and service opportunities are provided through campus ministries. All students are invited and encouraged to become an active part of a campus ministry. In addition, students are encouraged to participate in summer ministries through TAG (Trevecca Around the Globe). In the spring, students are encouraged to participate in a spiritual formation retreat or other formational experiences.

Students are encouraged to maintain a strong spiritual life through personal devotions and active participation in chapel, in campus religious activities, in outreach and/or compassionate ministries, and through involvement in a Nashville area church.

Dress and Behavioral Standards

1. Personal Appearance

The Trevecca Nazarene University community recognizes that there is a positive correlation between the appearance of students and the development of self-discipline and self-respect. Personal appearance should be appropriate to the occasion, neat, clean, and modest. Dress and grooming should be consistent with and contribute to a vital Christian witness.

Students not observing the personal appearance policies of the University should expect to be approached by faculty, staff, administrative personnel or residence hall staff and be required to change their attire. Those refusing to comply will be referred to the Office of Student Development or the appropriate adult program director. If students are uncertain about the dress code, they should ask their residence hall director, the Office of Student Development or their appropriate adult program director for clarification.

While the University attempts to allow for individual freedom and personal choice, there are times when these must give way to group conscience and practice. Whether on or off campus, students are encouraged to remember that they represent Trevecca Nazarene University. The following guidelines are listed to provide a framework for interpreting the dress standards.

Specific guidelines:

- a. Short shorts and spandex (form fitting) items are not permissible. Shorts must be mid-thigh or longer.
- a. Clothing giving the appearance of being undergarments (i.e. sports bras, boxers, etc.) and/or sleepwear is not permissible as outerwear. Undergarments should be covered by outer garments and should not be visible through clothing.
- b. As a sign of reverence, it is suggested that hats not be worn in chapel or religious services.
- c. Low-rise jeans or pants that are revealing are inappropriate.
- d. The wearing of an item of clothing bearing emblems and verbal messages is permitted provided the message is compatible with the guidelines of the University.
- e. Foot wear must be worn in all campus buildings with the exception of the residence halls.
- f. Short skirts are not permissible. Women's strapless, bra-less, backless, low cut tops, halter tops, bare midriffs, and any attire that shows cleavage are not appropriate except in the privacy of the residence hall.
- g. Men's tank tops, half-shirts and cut-away shirts are allowed only in the residence halls or in the physical education facilities. Shirts should be worn in all places, indoors and out.

While these guidelines are provided to aid the student in defining what is modest, one should realize some clothing that meets these guidelines may still appear immodest. For example, clothing which appears modest while standing may be quite immodest in some seated positions. All student members of the community are subject to the stated dress policies, including MHR (non-traditional) and graduate level students.

The Office of Student Development is responsible for the interpretation of the dress policies of the University. Any questions may be directed to your resident assistant, resident director or the student development staff.

Students working on the campus must comply with the employee dress code policy. Questions should be directed to the student's immediate supervisor.

2. **Public Display of Affection**

Public display of affection may reflect on your character, cause embarrassment to other students, and infringe on the rights and privileges of others. Violations will result in disciplinary action. All students are encouraged to use Christian judgment and good taste in all forms of public display of affection.

3. **Marriage Regulations**

For the purpose of properly changing the records, all students getting married must present their marriage certificate to the Office of Academic Records. Students under 18 years of age who wish to be married during the school year must submit written permission from their parents to the associate provost and dean of student development.

4. **Behavioral Standards**

Trevecca Nazarene University is a direct subsidiary of the Church of the Nazarene, and as such, students, faculty, staff, and administration are expected to abide by the guidelines established by this church. The University seeks to help students develop responsible personal behavior and self-control and sensitivity to the rights and needs of others.

The University recognizes that the establishment of policies and regulations and their observance on and off campus are necessary to a community for developing accountability. It is important to stress that the following standards (especially with regard to personal conduct) are not presented with the view that they constitute a complete index to Christian maturity; however, violations must be regarded as a serious breach of integrity with the community to which you have voluntarily chosen to associate. Therefore, students engaging in inappropriate conduct will be held accountable regardless if the behavior is on or off campus. Students will also be held accountable for statements and publications that they make in printed or any electronic form that violate the University behavioral expectations.

Attendance at Trevecca Nazarene University is both a privilege and a responsibility. The University may dismiss any student whose behavior is incompatible with the mission and purpose of the University, and who fails to comply with the policies and expectations of the institution. Disciplinary action, as outlined elsewhere in this Handbook, may result from failure to comply with the following stated policies and regulations.

- a. **Sexual Ethics:** Recognizing that true maturity involves a deep respect for the moral integrity of the individual, men and women attending this University are expected to refrain from engaging in acts of sexual immorality, such as premarital and extramarital relations, heterosexual and homosexual advances, and sexual perversion of any form. It is noted that "staying the night" does not necessarily indicate that sexual immorality occurred; however, such activity is a serious violation of the behavioral standards resulting in disciplinary action.
- b. **Abortion:** The University believes induced abortion to be permissible only on the basis of sound medical reasons that give evidence of life-endangering conditions for the mother. Trevecca Nazarene University opposes induced abortion for personal convenience or population control.
- c. **Alcohol:** The University recognizes the danger to the safety of others and one's ethical responsibilities resulting from the use of or possession of alcoholic beverages and therefore insists that all members of the University community abstain from possessing or using them. Students should not attend venues where one of the primary reasons for the venue (club, party) is the selling or use of alcohol. Students are subject to disciplinary action for attending venues, clubs and private parties where alcohol is served and/or sold. If there is reason to believe a student has been involved with the use of alcohol and it is possible to do so, they will be asked to submit to a breathalyzer test. If the student refuses to take the test, it will be considered the same as a positive test result.
- d. **Cheating/Dishonesty:** It is expected that students and faculty will be honorable in all of their academic work. Each person is to do and be responsible for his/her own work. Dishonesty in assignments, examinations, or any other academic work is an affront to fellow students and faculty. Students should also recognize that honesty and respect of others' property are expected at all times. Stealing and all such acts of disrespect will not be tolerated.
- e. **Drugs:** Trevecca Nazarene University forbids the use, possession, and/or distribution of marijuana, narcotics, or any illegal drug.
- f. **Firearms, Fireworks, Smoke Bombs, Fire Alarms, and Fire Extinguishers:** Firearms, including all types of air guns and toy guns, are not permitted on campus. The possession, sale, or firing of firearms, fireworks, firecrackers, explosives and other items of similar nature is prohibited by University regulations and by the Metro ordinances. Regulations prohibit setting false fire alarms or discharging of fire extinguishers. Violators will be subject to a \$500.00 fine and/or suspension by the University as deemed necessary

and may be fined by the Metropolitan Government of Nashville and Davidson County.

- g. **Entertainment:** Students are expected to exercise Christian responsibility regarding all types of entertainment venues and literature in harmony with the *Bible* and the *Manual of the Church of the Nazarene*. Students are not to indulge or participate in music, literature, or entertainment whose nature or reputation is not in keeping with the building of Christian character or which diminishes moral perceptivity and judgment or which dishonors God. (For further reference, see *Manual*, paragraph 34.1.)
- h. **Obscene Language and Literature:**
Vulgar, foul, or profane language will not be tolerated on campus. Pornographic materials, literature, or pictures are not allowed. The Trevecca computer network is not to be used to transmit threatening, obscene, harassing, or pornographic materials. Violations will result in disciplinary action.
- i. **Tobacco:** The University recognizes the danger to health in the use of tobacco products and thus prohibits the use or possession of any form of tobacco products at any time. This includes all forms of tobacco products as well as any products intended to mimic tobacco products in any form including cigarettes, electronic/vapor cigarettes, cigars, cigarillos, hookah smoked products, pipes, oral and nasal tobacco, as well as products that contain flavorings/tobacco flavoring or deliver nicotine. The University insists that all members of the University community abstain from the use or possession of any tobacco products.
- j. **Disruptive Behavior:** Students who manifest disruptive or violent conduct, which includes any type of threat to personal well-being, will be subject to disciplinary action and possible suspension from school. These include but are not limited to:
1. **Food Fighting-** Food fighting, defined as the throwing of food and/or any other item, is prohibited. Offenders are financially responsible for their actions. Methods of discipline are as follows: **First Offense** - Work three hours in the cafeteria or a \$15.00 fine. The cafeteria work hours are supervised by the cafeteria staff. **Second Offense** - Work ten hours or a \$50.00 fine. **Third Offense** – social probation and possible banning from the cafeteria by the associate provost and dean of student development. Offenses may be reported by any concerned person to the cafeteria manager, his assistant, or to the Office of Student Development. Discipline will be administered only by the Office of Student Development.

2. **Hazing** – Trevecca goes on record as "opposed to hazing"; hazing means any activity degrading to human personality or endangering the health and safety of students or creating the environment where these can happen.

Clubs or classes with planned activities, retreats, etc. must have prior approval of the sponsor. This approval should come only after written plans for the activity are submitted to the sponsor. Procedures which involve any form of hazing are not permitted. This same list (with sponsor's approval) should then be forwarded to the associate provost and dean of student development for his approval. The sponsor should be present when the activities are actually conducted. All clubs must maintain and abide by the articles of their charter, stated purposes, "Guidelines for Charter Renewal," and conform to guidelines in the *Student Handbook* (Refer to Statute IX, Section E of the ASB Constitution).

3. **Masks** – Wearing masks or disguises is forbidden except in a duly approved dramatic production or at Halloween parties that are indoors.
4. **Cascade** – For health and safety reasons students are forbidden to wade, swim, or throw others into the Living Waters Cascade. It is also not acceptable to place soap, dye, or other substances/objects in the cascade. Persons violating these rules will be subject to disciplinary action by the associate provost and dean of student development.

RESIDENCE HALL GUIDELINES

1. **Residency Requirement**
(*fall and spring semesters only*)

All non-married students under the age of 23 at the time of registration who are enrolled for six or more credit hours per semester and do not live at home are **required** to live in University residence halls and participate in the board plan. Students who are enrolled for five or less credit hours, are 23 years of age or older, have a previous baccalaureate degree, or have been previously married who desire to live in University residence halls may do so subject to permission from the Office of Student Development. Those not taking classes also need approval from the Office of Student Development to live in University residence halls. The residency requirement does not apply to students enrolled for Mini-Term, Summer I, or Summer II. Exceptions to this policy are made for unusual cases only. Single students may qualify for an exception based on the following criteria:

- a. Living at home with parents in the Nashville area.
- b. Living with mature relatives other than parents.

c. Approved rent-free housing when a job provides it as a condition of employment.

The final decision concerning an interpretation of the residency requirement will be made by the Student Life Council. Extreme emergencies or cases with mitigating circumstances may be presented to the associate provost and dean of student development for a ruling. The ruling may be appealed to the Student Life Council.

Application for exceptions should be made through the Office of Student Development well in advance to the start of the semester.

2. Housing Contract

All students living in a campus residence are required to sign a housing contract. Signing the contract states your intent to abide by the housing policies, behavioral standards of conduct, and procedures outlined in this *Handbook*. The contract runs for the entire school year or until the resident moves out of the residence hall.

3. Residence Hall Hours

Part of living in a university community is making the transition from home life to life as a responsible adult and involves the acceptance of responsibilities and privileges of mature persons. The university community, in order to aid in the transition to a position of self-discipline, has set the following residence hall hours for students:

Freshmen:

<i>Sunday-Thursday</i>	12:00 AM
<i>Friday-Saturday</i>	2:00 AM

Sophomores, juniors, seniors, and students 21 years of age and older:

<i>Each night</i>	2:00 AM
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Residence hall lobbies will close at 2:00 AM to nonresidents of each particular hall.

Any exception due to emergency must be approved by the resident director. The process for enforcing residence hall hours may include counseling, loss of privileges, fines, community service, social probation, suspension and/or dismissal.

Being unaccounted for throughout the night, excessive abuse of residence hall hours, or failure to meet with the resident director on the first or second offense requires additional disciplinary steps to be taken.

Directives from the associate provost and dean of student development concerning admission to residence halls following 2:00 AM will be followed by all resident directors. You should call the residence hall night resident assistant in case you will be delayed by an emergency which will be reviewed by your resident director.

The hours policy during official school breaks (mid-semester, Thanksgiving, spring, and Easter) is as follows: Break begins the last day of classes and ends the first day

back to classes. Curfew each night during break is 12:00 AM. Arrangements must be made with your resident director prior to break when work after midnight is required.

4. Residence Hall Vandalism

It is expected that students who are involved in vandalism will take responsibility for their actions. Person(s) known to be responsible for vandalism will be charged the full amount personally. The charge for the repair or replacement will be placed on the student's account. Damage in a student's room is charged to the resident(s) of that room or to the person(s) known to have caused the damage. Damage in a residence hall for which responsibility cannot be determined will be charged on a pro rata basis to all residents during the semester.

5. Out-of-Town and Overnight Visits

You have the privilege of out-of-town or overnight trips or passes, but you must inform the residence life staff of your plans. Proper procedure will be explained at the first mandatory meeting of the semester. All sign-outs are subject to residency requirements. Students under 18 years of age are required to have their parents sign a permission slip at the beginning of the school year authorizing them to take overnight and out-of-town trips. Any falsification will result in disciplinary action.

6. Keys

Each resident is issued a key upon signing a housing contract. The current maintenance cost is charged to replace a lost key. Keys are to be turned in at the close of each semester. Failure to do so will result in a \$25.00 fine.

7. Appliances

In order to keep insurance costs down, fire and health regulators and University insurance allow for no cooking in the residence halls. Any evidence of such (even the presence of cooking utensils) will result in an increase in insurance cost. Toasters, toaster ovens, electric skillets, grills, hot plates, and other such appliances are not allowed. *Blenders, and coffee pots are permissible.* Any evidence of cooking with these items will result in a \$100 social fine and/or disciplinary action. Refrigerators meeting the specification of 6.0 cubic feet or smaller and microwaves up to 900 watts are allowed. You may iron in your room if a properly equipped ironing board is used.

8. Fire Safety

Living in a residential area requires each student to be responsible for abiding by all rules, particularly those designed to provide safety to individuals residing in the community and their property. Because of the seriousness of this matter, students are encouraged to read all policies related to fire safety, appliances, decorations, firearms, fireworks, fire extinguishers, emergency procedures, smoking, and littering. Candles and incense may not be burned but can be used for decorative purposes. Hallways

and stairwells must be kept clear of any trash, furniture, or other belongings.

9. **Electrical Systems**

Any alteration of electrical, phone, or cable systems, which are the property of the University, must be done by University Plant Operations or ITS personnel.

10. **Painting**

Any painting must be approved by the Office of Student Development and Plant Operations. No defacing of residence hall walls or furniture is allowed, and occupants will be held financially liable for any abuse.

11. **Decorations**

Room decorations are encouraged as long as they do not create health and/or fire hazards, cause damage to the room, or are deemed contrary to the mission and Christ-centered nature of the University. Student room posters, signs, or other information must be limited to inside the room/apartment and not shown to the outside community. Window, wall, or door postings inside the room or facing outside the room that are deemed offensive will be removed at the discretion of the University.

12. **Pets**

Residence hall pets are restricted to fish that are properly kept.

13. **Insurance**

The University does not carry insurance on student property. Insurance companies will not allow landlords to cover the contents of buildings. Therefore, it is your responsibility to insure your own possessions. It will be the responsibility of the offender(s) to care for the cost of personal injuries or property damage (not covered by insurance) resulting from pranks, fights, or accidents.

The University does not cover students' personal property when traveling off-campus either for personal travel or University sponsored trips. Any theft or damage losses that occur will normally be covered by the parents' homeowners insurance, and claims should be presented to your local agent. The University will assist, as appropriate, in getting police reports and damage information that may be available.

14. **Residence Hall Meetings**

You are to attend all mandatory residence hall and section meetings called by your resident director, resident assistant, and/or the residence hall council. Violators will be subject to disciplinary action as set forth by the Residence Hall Judicial Council. All mandatory residence hall meetings must be publicized one week in advance unless there is an extreme emergency.

15. **Housekeeping and Maintenance**

Room Maintenance

In the residence hall it is necessary that health be safeguarded and property preserved. To better achieve this goal, each R.A. shall conduct a weekly well-announced room and bathroom check. Students will share in the cleaning of the bathrooms; residents of each room will be responsible for it. The following criteria can be used as a checklist for the assessment of fines:

- a. Rooms dusted
- b. Floors cleaned
- c. All residence hall furniture intact
- d. Trash not overflowing
- e. Sink/bathroom must be cleaned in its entirety

Failure to clean either the room or bathroom may result in a fine, community service or referral to the Residence Hall Judicial Council.

If any of these criteria are not being maintained, it is the RA's responsibility first to notify the violator(s), then, if necessary, to notify the resident director, who will assess the situation and deal with it as he/she sees fit.

Suite Maintenance

Suitemates must take responsibility to ensure cleanliness and proper sanitation of suites and bathrooms at all times. Failure to do so will result in disciplinary action.

Public Area Maintenance

Residents are expected to clean up after themselves in public areas for the benefit of all community members. Assessments for extra cleaning in common areas, around the building grounds, or in individual rooms will be charged to apartment or building community members. Students are expected to refrain from throwing trash onto campus grounds. Students in residences may not throw trash or other objects out of windows or off of stairwells. Dumpsters are provided and intended for use. Violations of this policy will result in fines and disciplinary action.

Apartment Maintenance

Individual apartments are expected to be kept clean over the course of the students' stay and will be checked periodically for health reasons. Residents of any apartment that is not in acceptable condition will be given a time line for cleaning to be completed or be subject to disciplinary action.

16. **Quiet Hours**

In a community living situation, consideration of fellow students is imperative. The rights of others should be regarded at all times. Loud and/or annoying noises should be restricted in the residence halls. Particularly during the evenings, extra consideration should be given to see that no one is disturbed from study or sleep.

Study Hours:

Monday-Thursday 7-10 PM

Mandatory Quiet Hours

Sunday-Thursday	10 p.m. - 9 AM
Friday-Saturday	12 midnight- 9 AM

RAs may be requested to assist in the enforcement of study hours as well as the mandatory quiet hours.

17. Formal Lobby and Informal Lounge in Benson Hall

The formal lobby will be open daily from 7:00 AM to 2:00 AM. A night RA will be available during the evenings. The informal lounge in Benson Hall will not be open to women since the structure of Benson Hall places the informal lounge, laundry room, and game room inside the first level of the residence hall proper.

18. Showing Videos in Public Areas

It is a violation of copyright laws to show videos intended for private use in the lobbies of the residence halls. Anyone attempting such showings will be asked to stop immediately.

19. Visitors

You must register your guests with the resident assistant or resident director before they are permitted to stay overnight or past appropriate residence hall hours. No one will be allowed to have more than two visitors per month. All visitors and guests are subject to rules on the campus as applicable to their host/hostess.

Visitors cannot stay in the residence halls more than three nights per semester. A fee will be charged (current nightly rate) for guests staying the fourth night. Special permission should be obtained from the Office of Student Development for any exceptions. Students failing to properly register their guest(s) will be subject to disciplinary action by the Residence Hall Judicial Council. Visitation of babies or small children in the residence hall rooms is permitted only with the approval of the resident director. Baby-sitting is not permitted in the residence hall.

20. Residence Hall Behavior

Students participating in fights within the residence hall or residence hall area will be subject to disciplinary action. Water balloon and snowball fights are acceptable only between consenting participants outside the building. (Throwing from the windows is not acceptable.) The resident director has the authority to halt any such activity that could endanger those involved and/or bystanders.

21. Unauthorized Access

Persons giving or receiving unauthorized access to locked rooms or apartments or going in and out of windows or onto roof tops will be subject to a \$50 fine. Visitation of the opposite sex in residence hall living areas beyond the lobby is not allowed (stairway and hallway are considered beyond the lobby). Each party involved will be

fined \$50 and will be subject to further disciplinary action.

22. University Right of Entry

The University reserves the right of access to all University-owned residence hall rooms and apartments. It will be assumed by the University that the student has knowledge of and is aware of, within reason, conditions existing in and activities taking place in his or her room. The University reserves the right to remove any object or material from a student's room that would violate a University regulation or behavioral standard of conduct. Disciplinary action may be taken with any student found in possession of such items. All violations of University policies found by a staff member entering a student room, no matter for what reason, will be documented and referred to the student disciplinary process. As a courtesy, entry into a room or apartment should be authorized by the associate provost and dean of student development or their designee as well as a written description, when the resident is not present at time of entry. The written description should include:

- authorized signature of the associate provost and dean of student development or their designee
- name of the person entering
- purpose of the entry
- date and the time

If you feel this right is being abused, report it to the Office of Student Development.

23. Visitation Guidelines:

Residence Halls

Times are designated on a weekly basis for visitation. Upon arrival at the residence hall all visitors are required to sign in and leave their student ID or driver's license, which will be returned to them as they leave.

Redford, Shingler, Wise and Bush Apartments

Visitation of the opposite sex in Redford, Shingler, Wise and Bush residential areas has been approved on the following basis and at the following times. Agreements will be signed by all residents stating the visitation guidelines and their agreement to abide by such privileges.

- Residents must give RAs a 24-hour notice by phone.

- Weekday guest pass hours: Monday/Wednesday 6:00 PM - 11:00 PM; Tuesday/Thursday 6:00 PM - 11:00 PM

- Weekend guest pass hours: Friday and Saturday - 6 PM - 12:00 midnight; Sunday - 1:00 PM - 4 PM; 8:00 PM - 12:00 AM

- There must be a minimum of three persons in the apartment when using a guest pass.

- All blinds will be open and window on door will be uncovered.

- Visitations may occur in living room only.

- Guest pass must be placed on outside of apartment door

If no guest pass is on the door, residents will be in direct violation of the policy and will be disciplined. RAs will monitor and do room checks on a rotating basis.

Residence Hall Association

All students who live in the University's residence halls are members of the Residence Hall Association (RHA). It is a student-run organization which exists to encourage interaction and communication between the residence halls to enrich the lives of students through spiritual, educational and social activities.

The leadership of the RHA is made up of all hall council presidents, vice presidents, a student advisor, hall representatives, chaplains and resident directors. The RHA advisor is the associate dean of students for residential life or their designee. Additional information pertaining to the Residence Hall Association is available in a separate document.

Resident Directors and Resident Assistants - Job Descriptions

Detailed job descriptions for both positions may be reviewed in the Office of Student Development.

1. Resident Director Job Description:

The resident director is available to provide guidance, help, and information. This person is able to lead resident activities, keep the confidence of the residents in his/her charge, help students overcome problems in adjusting to campus life, and give guidance relative to interpersonal relationships. A resident director is chosen because of his/her maturity, previous experience, leadership qualities, and rapport with the students.

The resident director is responsible for creating a climate conducive to the accomplishment of the institutional and student developmental goals and the holistic development of students. The resident director is responsible for the coordination, development, and maintenance of the residence hall. The resident director is supervised by the associate dean of students for residential life and the associate provost and dean of student development. The resident director is responsible for overall supervision of the residence hall and should be aware of and evidence concern for total campus welfare.

2. Resident Assistant and Night Resident Assistant Job Description

Qualifications:

At the time of selection, the applicant must be in at least his or her second semester of on-campus living, have a

cumulative GPA. of 2.5 or better, be a full-time student, and must have a genuine interest in working with and helping people. Permission is needed from the associate provost and dean of student development to take more than 16 hours or less than 12 hours.

Function:

It is our philosophy that residence hall life plays a major role in the educational process of our students. Supervised residence halls provide a living environment in which students develop a strong sense of community, receive encouragement, caring support and guidance, and are given opportunity to serve others. Working with the Office of Student Development, each residence hall is supervised by a resident director, who is assisted by student resident assistants. Together this staff seeks to identify and meet students' needs through individual counseling, group activities, MERGE groups, Bible studies, and educational programming.

Supervision:

The resident assistant receives supervision from the resident director, and ultimately from the assistant dean of students for residential life and the associate provost and dean of student development.

DISCIPLINE PHILOSOPHY AND PROCEDURE

Philosophy of Discipline

One of the distinctions of Christian higher education is the pursuit of a community that follows the example of Jesus Christ and the teachings of the Bible. Having such a community requires establishment of standards that reflect our institutional mission and provide a framework for student behavior. The intent in working with students in disciplinary matters is to enhance their growth in various areas, including those of developing responsibility for their own behavior and accountability for their actions.

It is assumed that individuals who join the University community will strive to deepen their spiritual commitment and understanding of the Bible, develop their moral character, expand their intellectual abilities, participate constructively in community life, and observe and adhere to the rules and regulations of the University, on or off campus, as long as they are Trevecca students.

Discipline within the Christian university context is intended to be redemptive. We seek to assist the student to make changes in lifestyle in order to be a contributing member of the community. Justice is tempered with mercy as the University deals with those who violate the rules. The rules and regulations of the University are carefully set forth. These may be found in: "Application for Admission," the *University Catalog*, and in the "Community Living Guidelines" in this *Handbook*. They are in harmony with the position of the Church of the Nazarene.

Our goal is to confront students as quickly as possible where there is a known violation of the rules and to make a disposition of the problem.

To establish wrongdoing, a witness who produces a signed statement is required, unless there is a confession, or unless such wrongdoing is adequately established by all of the surrounding facts and circumstances.

Law and order is everybody's business. Administrators, faculty, and staff are expected to do something about violation of rules which they observe. This responsibility may involve immediate action if there is an emergency, personally confronting the person(s) involved, and/or reporting it to the appropriate administrator.

One is presumed innocent until proven guilty of an offense. The procedure for student appeals is outlined elsewhere in this *Handbook*.

Enforcement of Guidelines

An integral part of community living is total student participation in enforcement of the community living guidelines.

It is the responsibility of the student development staff to communicate to all students the objectives, philosophy, and specific interpretation of the guidelines. A "community guidelines agreement" is signed by the student as part of the registration process. An opportunity for feedback from the student body is important. We realize that this communication feedback process must be continuous throughout the school year. We suggest the following as some of the possible channels for this ongoing process: student government, residence hall councils and meetings, and student publications. Each member of the community is responsible for knowing, abiding by, and helping to enforce these guidelines. The effectiveness of these guidelines is greatly enhanced by peer enforcement and responsibility.

The associate provost and dean of student development is the responsible officer of the University for instructing students in the standards of Trevecca Nazarene University and for the administration of discipline. He is aided by the Student Life Council, judicial councils, residence hall councils, associate deans, director of counseling, resident directors, and resident assistants. The associate provost and dean of student development has the authority to discipline without reference to those persons, committees, and/or councils. In cases of dismissal and suspension, the associate provost and dean of student development consults with appropriate persons, such as those listed above. The type of discipline depends on the degree of violation of University policy. The most serious disciplinary procedure involves dismissal. Short of dismissal, a student may be suspended and/or placed on social probation. Violation of probation may result in dismissal. Lesser infractions may bring imposition of fines, restitution/reconciliation and/or social restrictions/sanctions. Since each case is unique, it is difficult to categorically state

the exact penalty for each offense. Many factors enter into this decision, such as the nature and extent of the offense, the attitude of the offender, and the impact upon others in the community.

Types of Discipline

1. **Fines**
2. **Written Reprimand**

A letter of reprimand is given to the student and a copy is placed in the student's file.
3. **Restitution/Reconciliation**

The student is required to initiate action to mend a relationship with an individual, a specific group, or the University community at large. That action may be financial or involve community service.
4. **Restrictions and/or Sanctions**

Restriction of privileges may be placed upon a student for a specified period of time. These restrictions/sanctions may include, for example, denial of the right to represent the University in any way, limitations of driving privileges, restrictions on participation in extracurricular activities, restriction of curfew privileges, loss of overnight and weekend passes, disabling of Internet access, or termination of network account.
5. **Educational Assignment**

An assignment may consist of writing a paper on a specific topic pertaining to the offense, or a visit to a local AA meeting, or other experience that is designed to educate the student regarding their offense.
6. **Accountability**

A structured system of accountability may be implemented which could include required counseling, educational programs, assessments, or meetings with student development staff members.
7. **Social probation**

The loss of late, overnight, and weekend privileges and the loss of the privilege of representing the school. (See the "Meaning of Social Probation and Suspension" in this section.)
8. **Suspension (1-5 school days)**

The temporary loss of the privilege of the campus. Suspension is the temporary loss of the privilege of the campus, usually from 1-5 school days. The suspended student must remove himself/herself at his/her own expense from classes, residence halls, cafeteria, club activities, athletic events; in a phrase, from any appearance on the University campus during the period of suspension.
9. **Dismissal**

The loss of the privilege of the campus for an extended period (from one semester to one year).

10. Expulsion

The loss of the privilege of the campus. A student who is expelled will not be permitted to return.

Discipline Procedures

1. The associate provost and dean of student development is charged with the ultimate responsibility in matters of discipline. Interviews for discussion of problems and sharing information with him are welcomed. He should be briefed on all disciplinary hearings before they are set.
2. In order to avoid the appearance of "trial by committee," effort is made to keep the number of persons in the dean's office at one time to a minimum.
3. Although reports and rumors are monitored, no action is taken based merely on hearsay. Anonymous letters are not considered.
4. Action is taken only when there are one or more witnesses who sign a written statement giving an account of the offense. No person alleged to have done wrong may be summoned for a formal hearing without a reliable eye witness account to verify wrongdoing. The witness's identity is confidential, and he/she is not required to appear before the appropriate Judicial Council. A witness is required to establish wrongdoing, unless there is a confession or unless such wrongdoing is adequately confirmed by all of the surrounding facts and circumstances.
5. Only after a hearing with the accused will a judgment be rendered. Judgments are made through the judicial process only after careful consideration of the case. The judgment or discipline determined is not usually shared with a student during questioning. The judgment is communicated by the appropriate dean in a letter or a conference with the student.
6. Confidentiality is maintained at all times. For purposes of grades and implementing withdrawal and fines, the name of the offending student is shared with the associate provost and dean of student development, the registrar, the financial services office, and in some cases, enrollment services. In accordance with the "community guidelines agreement," parents of students are informed of serious disciplinary problems and action taken as a part of the disciplinary process.
7. Students are not to provide false information in any form to University officials. Students are not to knowingly misuse, misrepresent or falsify any University record, ID card, form, computer resource or procedure. Students who assist by any means the providing of false information as described in this expectation will be considered in violation. Students are not to take any action (verbal, written, or behavioral), based on known incorrect data, with direct intent to be hurtful or harmful to the University.

8. A student who fails to agree to a disciplinary hearing or abide by a disciplinary sanction, takes action to influence or coerce testimony in a disciplinary hearing, or takes action that disrupts, or impairs an investigation or hearing may be found in violation of failure to comply with the disciplinary process. Any student who knowingly provides false information in a hearing may also be found in violation of this or other parts of the procedure.
9. Any student who violates any state, federal or municipal law shall be subject to disciplinary action for said offense(s) up to and involving suspension and expulsion. The adjudication of such violations may proceed regardless and/or independently of any action taken by state, federal or municipal agencies.
10. Upon written request to the Office of Student Development, the final results of any institutional disciplinary proceeding dealing with a crime of violence or a non-forcible sex offense will be disclosed to the alleged victim, or to the alleged victim's next of kin (if the victim dies as a result of the crime or offense).

The Meaning of Social Probation**1. Social Probation**

- a. *Unable to live off-campus:* One qualification for living off-campus is: "good social standing (not on social probation)" (*Handbook*, Residence Hall Policies").
- a. *Unqualified to represent the University:* "Loss of the privilege of representing the University" (*Handbook*, Discipline Procedure").
- b. *Violation may bring dismissal:* "Violation (of probation) may result in dismissal" (*Handbook*, "Discipline Procedure").
- c. *Parents are notified:* "In accordance with a signed contractual agreement at the inception of each semester, parents of students are informed of serious disciplinary problems and action taken as a part of the disciplinary process" (*Handbook*, "Discipline Procedure").

No student on academic or social probation will be allowed to fill any major office (all student government members, class and club presidents, business managers of publications). Students must have a cumulative 2.5 GPA to be approved for election to major offices. A new freshman must have regular admission status. Students serving the University as official representatives in any capacity must not be on social probation, including but not limited to all Student Government Assembly members, class and club presidents, business managers of publications, intercollegiate athletic teams, cheerleaders, forensic team members, public relations musical groups, drivers for groups representing the University, representatives of the University in a conference or in competition off campus, and those attending off-campus

retreats requiring late, overnight, or weekend passes. (See *University Catalog*, "Academic Probation"). The following have not been interpreted as representing the University in the same sense as the above. Therefore, a student on social probation could participate in the following on-campus activities: intramural sports, on-campus activities such as Homecoming or Valentine's activities, filling minor class or club offices (any leaders other than president or S.G.A. representatives), variety shows, recitals, dramatic productions, and pep band.

The rationale is that social and academic probation are applied in cases where the activity is continuing rather than a one-time occurrence and the event is off-campus rather than on-campus. Also, no student is placed on social or academic probation during break times or during the summer.

2. Suspension

Suspension is the temporary loss of the privilege of the campus, usually from 1-5 school days. The suspended student must remove himself/herself at his/her own expense from classes, residence halls, cafeteria, club activities, athletic events; in a phrase, from any appearance on the University campus during the period of suspension.

Judicial Procedures

1. Residence Hall Judicial Council

The Residence Hall Judicial Councils hear disciplinary cases from their respective residence halls/areas. These Councils do not consider mission related offenses. Baseline levels of disciplinary responses provide consistency across the campus. Student appeals are considered by the Residence Hall Judiciary Committee.

2. Judicial Council

The Judicial Council hears disciplinary cases that are mission related offenses and can review any type of violation that may occur. The Council also considers disciplinary cases involving off-campus students for excessive minor violations. Student appeals are considered by the University Judicial Council.

Procedures for Student Appeals

1. Appeal of Residence Hall Judicial Council Decisions

All decisions made by a Residence Hall Judicial Council and decisions made by a resident director concerning Residence Hall Judicial Council recommendations may be appealed to the Residence Hall Judiciary Committee upon the request of the individual against whom the action was taken. An appeal must be made in writing to the resident director within three school days of the notification of disciplinary action. The Residence Hall Judiciary Committee will be the final authority on simple infractions of residence hall guidelines. Any other decisions by the Residence Hall Judiciary Committee

shall be in the form of recommendations to the associate provost and dean of student development.

2. Appeal of the Office of Student Development or Judicial Council Decisions

For all disciplinary decisions handled by the Office of Student Development or Judicial Council, an appeal may be made in writing to the associate provost and dean of student development within three school days of the notification of disciplinary action. A student may not appeal simply because they do not agree with the decision of the judicial council or the office of student development. An appeal must be based on one of the following considerations: new information coming to light, a conflict of interest becomes evident, or proper procedure was not followed.

The University Judiciary Committee has power to carefully review the case and constitutes the final authority in matters of discipline.

3. Academic Grievance Policy for Courses in Process

Students with grievances or problems with the way a particular course is conducted and how their grades are being assigned should submit their concerns in writing to their professor. If the professor's solution is not satisfactory, students may appeal to the professor's department chair in writing for a review of the professor's decision. If the department chair's solution is not satisfactory, students may appeal to the department chair's school dean for a final resolution. If a chair is the professor, the line of appeal would be to the school dean and to the associate provost and dean of academic affairs. If the professor is a dean, then the appeal would be to the associate provost and dean of academic affairs.

Face to face discussions with professors and department chairs about concerns are appropriate, but grievances and outcomes need to be in writing to ensure that all decisions are made with a mutual understanding of the issues.

4. Final Grade Appeal Policies and Procedures

Trevecca Nazarene University recognizes a student's right to appeal decisions and practices that affect his or her academic status without fear of punishment or unfair treatment. A student can expect the University to deal with a final course grade appeal sincerely, objectively, within a reasonable time frame, and as appropriate, in confidence. Appeals will be heard when the student alleges that an arbitrary, capricious, or prejudiced evaluation or a mechanical error has occurred. The purpose of the appeal process is to treat all parties fairly and to alert all parties to the appeal procedure. During the appeal, the burden of proof is on the student, except in the case of alleged academic dishonesty, in which case the professor must support the accusation. The student may have an advisor or friend present during all meetings with faculty, administrators, and/or committees; he or she may counsel the student but may not speak for the student

during the meetings. The grade appealed shall remain in effect until the appeal process is completed, or the problem resolved. Very detailed explanations of order of appeal and required time lines for appeal are available in the University Catalog under this heading.

5. Academic Honesty Appeal Process

To appeal a decision regarding academic dishonesty, the student should follow the final grade appeal process outlined in the University Catalog. It includes an appeal line from professor to department chair to school dean. Specific methods and time lines are required.

Harassment, Discrimination and Assault in the University Community

The Wesleyan traditions of Trevecca Nazarene University have in their history and mission a deep and abiding respect for the dignity of individuals and their cultures. The University is committed to action that supports such diversity and enables all members of the University community to build and enhance relationships in a safe environment.

Trevecca Nazarene University is committed to providing and maintaining a healthy learning and working environment for all students, staff, and faculty members, free of harassment, discrimination and/or assault behavior of any kind against any person or group of individuals based on race, gender, age, national origin, marital status, or disability.

In accordance with Trevecca's Wesleyan values, its role as an educational institution, and local, state, and federal laws, the University condemns any such form of harassment, discrimination and/or assault behavior in the University community. Any student found to have engaged in such conduct is subject to University disciplinary sanctions, up to and including suspension and/or expulsion. In addition, any student who violates any state, federal or municipal law shall be subject to disciplinary action for said offense(s). The adjudication of such violations may proceed regardless and/or independently of any action taken by state, federal or municipal agencies.

The following definitions (in no particular order of importance) apply to this policy:

- **Harassment:** Any behavior (verbal, written or physical) that abuses, assails, intimidates, demeans, victimizes or has the effect of creating a hostile environment for any person based on race, gender, age, national origin, marital status, disability or any other basis protected by federal, state, or local law.
- **Discrimination:** A distinction made against a person based on race, color, sex, national origin, age, marital status, disability, veteran status, or any other basis protected by federal, state or local law.
- **Assault:** An unlawful injury, attempt, or threat to injure another physically or verbally.
- **Aggravated Assault:** Any unlawful injury, attempt or threat to injure another physically or verbally where the

accused displayed, threatened to use or used a dangerous weapon or any object fashioned or utilized in such a manner as to lead the victim, under the circumstances, reasonably to believe it to be a dangerous weapon.

Trevecca Nazarene University will submit to disciplinary review any student alleged to have engaged in any of the above behaviors. Any such action taken by the University will proceed in accordance with Trevecca's disciplinary procedures listed in the *Student Handbook*.

VEHICLE GUIDELINES

Speed Limit

The speed limit throughout the University campus and community is 20 mph.

Parking Regulations

Anyone operating a vehicle on campus is responsible for awareness of and complying with all parking and traffic regulations.

1. All motor vehicles on the Trevecca Nazarene University campus must be registered through iParq (<https://tnu.thepermitstore.com>). You may register your vehicle from any computer with an internet connection and connection to a printer. Students applying for a parking permit will need the following documents to successfully register their vehicle:
 - a. Trevecca student I.D. card (student I.D. number).
 - a. Current state issued vehicle registration (license plate number, make, model and year of manufacturer).
2. Parking permits
 - a. should be posted on bottom left corner of rear window (driver's side). For vehicles with dark tint, permits may be displayed on the front windshield, where driver's vision will not be obstructed.
 - b. must be appropriately displayed and clearly legible.
 - c. must be applied for within 10 (ten) business days of the semester (first day of classes) and temporary permit must be displayed and clearly legible on the dashboard.
3. Parking
 - a. All vehicles must be parked in the area for which the parking permit is assigned. *You will be in violation if you park in any area other than that assigned.*
 - b. All "A" lots are enforced from 6:30 AM to 5:00 PM Monday through Friday.
 - c. No parking is allowed at Marks Guest House except as a registered guest.
 - d. Vehicles must park in marked spaces only; parking on the street or in a fire lane is prohibited.

4. Visitor Parking

- a. University representatives hosting visitors are responsible for acquiring a guest parking pass and making sure their visitor displays the pass visibly in their vehicle. Large groups (more than 30 vehicles) are exempt from obtaining guest parking passes. However, the security department must be notified of these groups via e-mail to the Security group e-mail address. Other exemptions will be handled on a case by case basis.
- b. Visitors may park in front of the Martin Building on Lester Avenue. Additional visitor parking is available in the Tidwell or North Drive "A/C" parking lots.

5. Motorcycles

- a. All motorcycles must be registered in accordance with the above regulations.
- b. All motorcyclists must adhere to all motor vehicle regulations and wear a helmet while operating a motorcycle on campus.
- c. No motorcycles are to be parked in breezeways, on sidewalks, or porches.

6. Parking permits allow parking in designated parking lots. The responsibility for finding a legal parking space rests with the vehicle operator. **Lack of space is not considered a valid excuse for violation of these regulations.**

7. Parking Permit Designation:

- a. "A" permit
faculty, staff, administration: all "A/C" parking areas
- b. "B" permit
Benson Hall parking area
- c. "C" permit
Commuters:
Use "A/C" parking areas
- d. "J/B" permit
Johnson Hall parking area;
overflow use Benson Hall
parking area
- e. "G/C" permit
Georgia Hall parking area;
overflow use Commuter
parking area..."A/C"
- f. "M" permit
Shingler, Redford, and Bush
apartment's parking area
- g. "S" permit
Jernigan Student Center parking area
- h. "T/C" permit
Tennessee/Wise Hall parking

area; overflow use Commuter
parking area..."A/C"

- i. "U/C" permit
University Terrace and
Commuter "A/C" parking area
8. Trevecca Nazarene University assumes no responsibility for care of, damage to, and/or protection of any vehicle or its contents at anytime while it is operated or parked on the campus. All vehicles should be locked when left unattended and valuables should not be left in plain sight.
9. Trevecca Nazarene University reserves the right to ticket, immobilize, and/or tow at the owner's expense any vehicle in violation of established parking regulations. Persistent violators may also have their parking privileges denied or revoked.

Abandoned/Broken Down Vehicle Policy

The purpose of this policy is to reduce the number of abandoned and/or broken down vehicles on campus. All vehicles must be registered with the Campus Security Office.

Definition of Abandoned/Broken Down Vehicles: A vehicle is considered abandoned or broken down if the vehicle has not moved in the last 10 days and/or shows signs of abandonment or not operational (flat tires, expired tags, no tags, etc.). Any resident who will be off campus for an extended period of time must notify Campus Security.

1. Any vehicle determined to be abandoned or broken down and is not registered will be documented and marked with a notice advising the owner that their vehicle will be removed from campus via local wrecker service in 10 days from the date on the notice.
2. For vehicles that are registered, the Campus Security Office will contact the registered owner and notify them that they have 10 days to either remove the vehicle from campus or repair the vehicle to working order. Failure to comply will result in vehicle being towed and owner being charged for the tow.
3. All vehicles are towed at the owner's expense.

Traffic Violations

1. Tickets are issued for the following violations:
 - a. vehicle not displaying a TNU parking permit; vehicle with an illegibly displayed permit
 - a. wrong way on one way street
 - b. parking in "No Parking," "Visitor," or "Handicapped" areas
 - c. parking in unassigned parking area
 - d. blocking drives, walks, doors, fire lanes
 - e. blocking traffic
 - f. parking on or driving over curbs, lawns, walks
 - g. improper parking; double parking

- h. speeding
 - i. reckless driving
2. Payment of Penalties
 - a. All fines are payable at the Cashier's window
 - b. Any fines not paid by the end of each semester will result in a hold being placed on your account.

Immobilizer

Vehicles not displaying a parking permit after the 10 (ten) day grace period are subject to citation and immobilization. Immobilized vehicles shall remain "auto clamped" until the outstanding fine is paid or the vehicle is registered. Drivers of immobilized vehicles should contact the security department to facilitate release of the vehicle. In addition, a \$30 fee will be charged for the removal of the immobilizer.

STUDENT RIGHTS AND RESPONSIBILITIES

Every student at Trevecca Nazarene University has the right to:

1. respect as an individual; to forthright, friendly, tactful, and helpful treatment; and the right to ask sincere questions and receive polite answers.
 2. expect that the course material reflect the current state of learning in the field.
 3. be informed in a printed syllabus of course objectives, requirements, evaluation procedures, and attendance policy.
 4. be informed by the teacher at regular intervals of his or her individual progress in courses.
 5. expect assignments back within a reasonable period of time, including corrections and criticisms of student work either orally or in writing.
 6. personal consultation with teachers and advisor during regular posted office hours.
 7. withdraw from any course (except developmental courses) during the first nine weeks of the semester with grade of a W.
 8. due process for appeals about grades using Academic Grievance and Grade Appeal Policy and Procedures outlined in the Course Policies section of this catalog.
 9. FERPA—The Family Education Rights and Privacy Act of 1974 guarantees each student the right to know what information the University maintains about individual students and the right to ensure the accuracy of that information.
 10. employ Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act if it applies to him/her.
1. attend classes regularly according to prescribed attendance policies and participate in class discussions.
 2. complete all assignments on time to the best of his or her ability.
 3. know the academic policies of the University as stated in the *Trevecca Nazarene University Catalog* and annual class schedule, including requirements for graduation.
 4. know and live within the University behavioral expectations as outlined in the *Student Handbook* and housing contract for residential students.
 5. check campus-assigned e-mail account and mailbox regularly for correspondence from faculty and administrators that may address particular applications of policies and procedures to his or her academic classes and records as well as individual financial or student development issues.
 6. consult with his or her faculty advisor each semester regarding academic planning for the next semester.
 7. plan extra-curricular activities and work schedule so they do not interfere with academic work or chapel attendance.
 8. maintain honesty and integrity in all academic work.
 9. take proper care of equipment and materials used in academic work, science labs, and library.
 10. maintain appropriate conduct in the various areas of the campus, such as the classroom, chapel, and the library.
 11. maintain a standard of professional conduct off-campus in areas such as student teaching, practicums, internships, clinical training, field trips, forensics, music group performances, athletics, and outreach ministry.
 12. self-identify as an individual with a disability and follow published procedures for obtaining information, services, and reasonable accommodations if such conditions apply and accommodations are desired.
 13. Comply with "Human Subjects" or "Research Requirements." All research involving human subjects must be approved prior to initiating data collection in accordance with guidelines and procedures available from the Institutional Review Board. This information can be accessed on the Institutional Review Board web site: www.trevecca.edu/academics/research/index.html/IRB.html.

Notice of Non-Discriminatory Policy as to Students

Trevecca Nazarene University complies with all statutory and regulatory nondiscrimination requirements applicable to the institution in the administration of its educational policies, programs, scholarships, loan programs, athletics, and other school-administered programs.

Trevecca will comply with Title VII of the Civil Rights Act and with the terms of the President's Executive Orders 11246 and 1375 on Equal Employment Opportunity, the Age

Every student at Trevecca Nazarene University also has the responsibility to:

Discrimination in Employment Act of 1967, Section 503 of the Rehabilitation Act of 1973, as amended, and Section 402 of the Vietnam Veterans Readjustment Act of 1974, as amended. Accordingly, there shall be no discrimination against any employee or applicant because of race, color, sex, national origin, age, disability or veteran status.

To resolve any matter prohibited by Section 504, Title IX, and ADA, a student is to follow the existing grievance procedure that is included in either the student's academic catalog or the [Student Handbook](#), depending on the nature of the concern. The University reserves the right to refuse admission/readmission to any student or applicant based upon a determination that admission/readmission of the applicant would not be consistent with the goals and standards of the University.

Protection of Privacy

Trevecca Nazarene University informs students annually through the *Student Handbook* of the Family Educational Rights and Privacy Act of 1974, as amended. The Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, to provide guidelines for the corrections of inaccurate or misleading data through informal and formal hearings, and to establish guidelines for the release of or access to student records. Students also have the right to file complaints with the Family Educational Right and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

The University maintains two types of records related to each student:

1. Public or Directory Information

Directory information includes name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, degrees, honors and awards received, previous institution attended, classification, enrollment status, major field of study, participation in officially recognized sports and activities, and weight and height of athletes.

2. Non-public Information

These records include academic records, admission records, financial records, disciplinary records, medical and psychological counseling records, teacher certification records, and alumni giving records.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. To withhold disclosure written notification must be received in the Office of Academic Records within two weeks after the first day of classes for fall semester at Trevecca Nazarene University, 333 Murfreesboro Road, Nashville, Tennessee 37210-2877. Forms

requesting the withholding of "directory information" are available in the Office of Academic Records. Trevecca Nazarene University assumes that failure on the part of any student or alumnus to specifically request the withholding of categories of "directory information" indicates individual approval for disclosure.

A network user must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to any other network user without the express permission of such user. Users who are authorized to access private information are required to preserve the confidentiality of such information in conformance with the Family Educational Rights and Privacy Act of 1974 as amended in 1995 (FERPA).

If any ITS or other University employee, while involved in their routine duties, encounter information indicating that a crime or breach of this policy may have been or is about to be committed, they are required to report the matter immediately, including the existence and source of the information, to a University cabinet member.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the act. Copies of the policy for your review may be found in the Office of Academic Records.

Any questions regarding FERPA may be referred to the director of academic records.

Intellectual Property Rights Policy

This policy is meant to encourage and support faculty, staff, and student research; to protect the rights and interests of University constituents as well as the University itself; and to provide University constituents with information that will guide understanding of intellectual property and its application at Trevecca Nazarene University. All full-time or part-time faculty, administrators, and staff, student employees, and students, as well as non-employees who participate or intend to participate in teaching and/or research or scholarship projects at Trevecca Nazarene University are bound by this policy.

Trevecca Nazarene University is committed to complying with all applicable laws regarding copyright and other forms of intellectual property. Furthermore, this policy shall not be interpreted to limit the University's ability to meet its obligations for deliverables under any contract, grant, or other arrangement with third parties, including sponsored research agreements, license agreements, and the like.

Questions of ownership, compensation, or other materials covered by this policy shall be resolved by the executive vice president (or his/her designee) in consultation with the University provost and others, as appropriate.

COPYRIGHT, PATENTS, AND TRADEMARKS

A. COPYRIGHT

General Copyright Policy

Trevecca Nazarene University's policy is that all rights in copyright remain with the creator unless the work is a "work for hire," is commissioned by the University, or is otherwise subject to contractual obligations.

Definition and Scope of Copyright Protection

Under the federal copyright law, copyright subsists in "original works of authorship" that have been fixed in any tangible medium of expression from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. These works include:

1. literary works such as books, journal articles, poems, manuals, memoranda, tests, computer programs, instructional material, databases, and bibliographies;
2. musical works including any accompanying words;
3. dramatic works, including any accompanying music;
4. pantomimes and choreographic works (if fixed, as in notation or videotape);
5. pictorial, graphic and sculptural works, including photographs, diagrams, and sketches;
6. motion pictures and other audiovisual works such as videotapes;
7. sound recordings; and
8. architectural works.

Scope of Copyright Protection

Subject to various exceptions and limitations provided for in the copyright law, the copyright owner has the exclusive right to reproduce the work, prepare derivative works, distribute copies by sale or otherwise, and display or perform the work publicly. Ownership of copyright is distinct from the ownership of any material object in which the work may be embodied.

Books, Articles, and Similar Works, Including Unpatentable Software

In accord with academic tradition, except to the extent required by the terms of funding agreements, Trevecca Nazarene University does not claim ownership to pedagogical, scholarly, or artistic works, regardless of their form of expression. Such works include those of students created in the course of their education, such as papers, theses, and articles. The University claims no ownership of popular nonfiction, novels, poems, musical compositions, unpatentable software, or other works of artistic imagination that are not institutional works (see below under "Work for Hire").

Copyright in pedagogical, scholarly, or artistic works to which the University disclaims ownership under this policy shall be held by the creators regardless of whether the work constitutes a "work for hire" under copyright law.

Ownership and Use of Course Materials (including class technology and videotapes of classroom activities)

All course materials, such as syllabi, videotapes of classroom activities, websites, and such, developed by a Trevecca Nazarene faculty member belong to the faculty member unless grant or other outside funding sources dictate otherwise. Faculty ownership of such course materials does not, however, entitle the faculty member to any additional compensation from the University as a result of appropriately enrolled students' use of such materials. Faculty ownership of such course materials also does not preclude the university from using such materials for internal instructional, educational, and administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions. Materials brought to Trevecca from other institutions are bound by any ownership constraints from the institution at which they were developed; barring none, they belong to the faculty member.

The use of images or materials of students for use outside of a currently enrolled class is not permitted without a signed release from students. This includes videotaping, website images, and class materials where the expectation of a student is that their purpose is for that particular course. If the purpose of the class is to create a website, video or other materials for future courses, this permission is not needed.

"Work for Hire"

"Work for hire" is a legal term defined in the Copyright Act as "a work prepared by an employee within the scope of his or her employment." For instance, work assigned to programmers is "work for hire" as defined by law, as is software developed for university purposes by students and staff working collaboratively. This definition includes works prepared by employees in satisfaction of sponsored agreements between the university and outside agencies. Certain commissioned works also are works for hire if the parties so agree in writing. The mere fact that multiple individuals have contributed to the creation of a work shall not cause the work to constitute an institutional work. Where a work is jointly developed by university faculty or staff or student employees and a non-university third-party, the copyright in the resulting work typically will be owned jointly by the university and the third party. In such instances, both the university and the other party would have nonexclusive rights to the work, subject to the duty to account to each other.

The University shall retain ownership of works created as institutional rather than personal efforts--that is, works created by administrators and staff for University purposes in the course of the creators' employment, University-commissioned faculty work, or works resulting from simultaneous or

sequential contributions over time by numerous faculty, staff, and/or students. The employer (i.e., the University) by law is the "author," and hence the owner, of works for hire for copyright purposes; therefore, Trevecca Nazarene owns all rights, intellectual and financial, in such works.

Administrators, faculty, and staff who gain professional expertise through such work, however, may engage in professional activities (conferences, consulting, and such) that may result in compensation.

Works of Non-employees

Under the Copyright Act, works of non-employees such as consultants, independent contractors, and such generally are owned by the creator and not by the University, unless there is a written agreement to the contrary. As it is the University's policy that the University shall retain ownership of such works (created as institutional rather than personal efforts, as described in "Work for Hire"), Trevecca will generally require a written agreement from non-employees that ownership of such works will be assigned to the University. Examples of works that the University may retain from non-employees are reports by consultants or subcontractors, computer software, architectural or engineering drawings, illustrations or designs, and artistic works.

Use of Copyrighted Material

Trevecca Nazarene University is committed to complying with all applicable copyright laws; consequently, students and employees are expected to comply with these laws. Distribution of materials protected by copyright without permission of the copyright owner may be a violation of federal or state law. It is the responsibility of those reproducing materials to make sure the reproduction is consistent with U.S. Copyright Law (<http://www.copyright.gov>).

Trevecca Nazarene University does not permit the unlawful reproduction or distribution of commercially copyrighted music, movies, and software. The University is committed to taking reasonable steps to avoid misuse of its computer network. If violations are discovered or suspected, University personnel may report infringement to appropriate authorities or take other action, including, but not limited to warning the user, removing the material, or terminating access to the material.

Use of the University Name in Copyright Notices

The following notice should be placed on University-owned materials:

Copyright © [year] Trevecca Nazarene University. All Rights Reserved.

No other institutional or departmental name is to be used in the copyright notice, although the name and address of the

department to which readers can direct inquiries may be listed. The date in the notice should be the year in which the work is first published, i.e. distributed to the public or any sizable audience.

Additionally, works may be registered with the United States Copyright Office using its official forms (<http://www.copyright.gov/forms/>).

Reconveyance of Copyright to Creator

When copyright is assigned to Trevecca University Nazarene because of the provisions of this policy, the creator of the copyrighted material may make a request to the executive vice president that ownership be reconveyed back to the creator. Such a request can, at the discretion of the executive vice president, be granted if it does not: (1) violate any legal obligations of or to the University, (2) limit appropriate University uses of the materials, (3) create a real or potential conflict of interest for the creator, or (4) otherwise conflict with University goals or principles.

B. PATENTS

Trevecca Nazarene University is an educational institution whose fundamental mission is to provide outstanding higher educational programs. The University recognizes that research, particularly that involving collaborative investigations with students and faculty, is a significant component of the educational process.

All potentially patentable ideas and inventions developed in whole or in part by University personnel in the course of their employment, or with more than incidental use of Trevecca Nazarene University resources, shall be disclosed in writing to the executive vice president. Written disclosure should include the (1) name of the inventor, (2) what was invented, (3) circumstances that led to the invention, and (4) the information as to what might be subsequent activities surrounding the invention. The executive team will then review the invention disclosure information submitted to decide if the University should seek a patent using University funds or to decline further action. If the University refuses to pursue application of the idea/invention, the inventor may then seek other aid outside the University to assess the patentability of the invention. If no action is taken, all patent rights revert to the inventor.

If there is positive action on an application, the University may wish to pursue evaluation of the invention from technical development consultants to ascertain whether there is sufficient interest and financial return that would make the acquisition of a patent feasible.

The remaining steps in the process are:

1. A patent is obtained or institutional steps are put into place to protect the invention as a trade secret. These steps may ensure that, in the event of not immediately applying for a patent, proper protection is maintained and limited disclosure and publication are delayed to a later date.

2. A patent, if any, is licensed and royalties are earned.
3. Legal enforcement of patent rights begin.

Sharing of Royalties

Royalty distribution will be as follows. First, 100 % will accrue to the University for recovery of costs associated with the patent/license development. This would include all fees for preparing and prosecuting patents. All marketing and licensing fees would also be included. Second, the remaining income would be distributed between the University (60% of gross royalties) and the inventor(s) or their heirs (40% of gross royalties). Under certain conditions, the University may agree to accept a negotiated percentage of equity in place of all or some portion of the license or royalty fee(s).

C. TRADEMARKS

Trade and service marks are distinctive words or graphic symbols identifying the original source of goods or services. Trade or service marks relating to goods or services distributed by the University shall be owned by the University. Examples include names and symbols used in conjunction with the University watermark and logo and those names or symbols associated with University athletics, events, programs, software, or activities.

Academic Honesty

Academic honesty is expected of all students at Trevecca Nazarene University. It is an integral part of the educational process where learning takes place in an atmosphere of mutual trust and respect.

Each student is responsible to maintain high standards of academic ethics, personal honesty, and moral integrity. Dishonest academic behavior will be dealt with fairly and firmly.

Examples of Infractions

1. plagiarism, using another's statements or thoughts without giving the source appropriate credit
2. cheating on an exam
3. unauthorized multiple submission of papers
4. submitting for credit a borrowed or purchased paper
5. defacing or unauthorized removal of course materials either from the classroom or library
6. dishonesty in reporting reading
7. signing the roll for someone who is not present in class

Penalties

For the above types of infractions, the following levels of penalties apply.

1. First and Second Offense

Teacher/administrative options:

- a. rewrite paper.

- a. failing grade on paper or exam.
- b. failing grade for the course.
- c. warning and name sent to associate provost and dean of academic affairs.
- d. replace or pay for materials (minimum required penalty for infraction #5).
- e. fine.

2. Third Offense

Failing grade for the course and/or immediate dismissal.

Identity Fraud

Committing identity fraud is considered particularly serious and could have legal as well as institutional implications. Any student who has another individual impersonate or in any other way commit identity fraud in any course, assignment, exam, or any type of academic exercise will be permanently suspended from Trevecca Nazarene University.

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