OAKWOOD UNIVERSITY

STUDENT HANDBOOK

Academic Years 2016-2017

Education . Excellence . Eternity

HUNTSVILLE, ALABAMA 35896

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University Administration

Leslie N. Pollard, Ph.D., D.Min., MBA	President
Timothy McDonald, Ed.D.	Provost/Senior Vice President
C. Garland Dulan, Ph.D.	Vice President for Academic Affairs
Sabrina R. Cotton, M.A., CPA	Vice President for Financial Affairs
David Knight, M.S.	Vice President for Student Services

Administrative Staff

Linda Anderson, B.A.	Residential Life Coordinator, Carter Hall
James Caldwell, B.A.	Asst. Residential Life Coordinator, Holland Hall
Leah Caldwell, M.S.	Director of West Oaks Apartments
Patrick Douglass B.A.	Asst. Residential Life Coordinator, Edwards Hall
Camille Kibler, M.A.Ed.	Residential Life Coordinator, Wade Hall
Russell Patterson, M.A.	Residential Life Coordinator, Holland Hall
Woodrow Vaughn, B.A.	Residential Life Coordinator, Edwards Hall

EASY GUIDE TO LOCATING CAMPUS RESOURCES AND SERVICES

DEPARTMENT	LOCATION	PHONE/EXT.
Academic Affairs	Blake Center	Ext.7005
Adult and Continuing Education	Cunningham Hall, East	Ext.7098
Biological Sciences	E. A. Cooper Science Complex	Ext.7054
Bookstore	East Side of University Market/Snack bar	Ext.7065
Business and Information Systems	Business and Technology Complex	Ext.7070
Campus Post Office	East Side Physical Plant Bldg.	Ext.7330
Career Development and Testing	Oakwood Road	Ext.7805/7131
Center for Academic Success (CAS)	Cunningham Hall	Ext.7145
Chemistry	E. A. Cooper Science Complex	Ext.7119
Communications	Burrell Hall	Ext.7533
Education	Anna Knight Hall	Ext.7157
English and Communications	Moran Hall	Ext.7186
Eva B. Dykes Library	Oakwood Road	Ext.7247
Family and Consumer Sciences	E. A. Cooper Science Complex	Ext.7229
Financial Aid Office/ Student Employment	Cunningham Hall	Ext.7210
Health and Counseling Services	4920 University Square Huntsville, Al 35816	Ext.7840
Help Desk	Blake Center	Ext.7464
History	Green Hall	Ext.7227
Information Technology	McKee Bldg.	Ext.8324
Mathematics and Computer Science	E. A. Cooper Science Complex Bldg B	Ext.7266
Millett Activity Center (M.A.C.)	Oakwood Road	Ext.7383
Music	Peters Hall	Ext.7278
Nursing	E. A. Cooper Science Complex Bldg A	Ext.7285
Office of Credit and Collections	Oakwood Road	Ext.7379
Office of Public Safety	Oakwood Road	Ext.7371
Office of Spiritual Life/Chaplain	Oakwood Road	Ext.7109
Office of Student Accounts	Blake Center	Ext.7383
Office of Student Activities	Millett Activity Center (M.A.C.)	Ext.7384
Office of Student Employment	Oakwood Road	Ext.7424
Office of Student Services	Ford Hall	Ext.7396
Physical Education	W. R. Beach Natatorium	Ext.7312
President's Office	Blake Center	Ext.7334
Psychology	Green Hall	Ext.7342
Record's Office	Blake Center	Ext.7346
Religion and Theology	Mosley Complex	Ext.7357
Social Work	Green Hall	Ext.7340
Transportation Service	Rear Ground Floor Physical Plant Bldg.	Ext.7413
University Cafeteria	Blake Center	Ext.7066
University Market//Snack bar	Oakwood Road	837-8488

WELCOME TO OAKWOOD UNIVERSITY

This is a good place and we are glad that you are with us. We hope that you will help us to make it a better place. In order for a University such as Oakwood to function effectively, policies, rules, codes, standards, procedures, services, and resources must be developed. Academic policies set forth Oakwood University's expectations for student achievement and performance and student codes establish the basic behavioral expectations for students. Throughout America, these codes have become increasingly detailed over the years. However, some colleges and universities have established only basic standards of decency and behavior, allowing the designated judicial body to determine whether a general standard has been violated. In this handbook, we have tried to balance the demand for specificity with the need to maintain flexibility and adaptability. This handbook seeks to explain those policies, codes, and procedures (etc) that are most likely to impact you. Therefore, you should carefully read it and govern yourself accordingly.

Blessed is the person who does not walk in the counsel of the ungodly, who does not stand in the way of sinners, nor sit in the seat of the scornful. Blessed is the person who delights in the law of the LORD and meditates on it day and night. That person shall be like a tree planted beside the rivers of water, a tree that will bring forth fruit in its season and whose leaves will not wither. Whatever such a person does will prosper (Psalm 1:1-3 paraphrased).

We pray that you will have a "prosperous" year.

Division of Student Services

Mission Statement

Oakwood University, a historically Black Seventh-day Adventist institution of higher learning, provides quality Christian education that emphasizes academic excellence; promotes harmonious development of mind, body and spirit; and prepares leaders in service for God and humanity.

The Oakwood University mission is stated in seven general goals:

Spiritual Vitality

To promote a Christ-centered, Seventh-day Adventist worldview among students, faculty, staff, and administrators

Educational Excellence

To demonstrate academic excellence in quality of teaching and learning among both students and faculty

Nurturing Environment

To cultivate an inclusive environment that is sensitive to the needs of students, faculty, staff, and the extended University community that includes alumni, constituents, friends, and other supporters

Operational Efficiency

To provide high quality, efficient service that is customer and employee sensitive

Resource Development

To provide sufficient financial resources to support and maintain all aspects of institutional advancement and development

Institutional Relations

To enhance the reputation and image of the institution by strengthening communication with internal and external publics

Technology Leadership

To continue developing a technologically cutting-edge campus that enables students, faculty, and staff to be more effective and efficient in teaching-learning processes, support functions, and administrative operations.

HONOR SYSTEM CODE

Oakwood University is a Seventh-day Adventist institution and applies the church's standards to Christian morals and intellectual integrity on its campus. Students have the right and freedom to choose or reject the handbook, but the choice must be made before enrolling. If, after arriving on campus, a student learns of a specific policy for the first time, that student is obligated to abide by the policy or is free to continue their education at another college. Acceptance of admission to Oakwood University is, therefore, a choice and voluntary commitment to uphold all school standards and regulations. Oakwood University reserves the right to modify rules, codes, and regulations when it is deemed appropriate and/or necessary.

The Honor System is based on these principles:

A student's word is his/her bond.

A student respects the integrity of personal and institutional property.

A student has respect for intellectual and academic honesty.

A student's conduct is always that of a socially responsible person.

OAKWOOD UNIVERSITY CODE OF CONDUCT PLEDGE

As a member of the student body of Oakwood University, I recognize my responsibility to the tradition of the institution, to my fellow students and to myself. I fully realize the significance of the Code of Student Conduct and the responsibilities imposed upon me by it and accepting full responsibility for my actions; conducting myself with integrity and honor in all endeavors; never intentionally lying, cheating, stealing, or being involved in or condoning any dishonest or destructive act; and, in word and deed, support the concept and principles of the Honor System.

I have read and understand all the rules, codes, and regulations contained in this handbook. I agree to be bound by these rules, codes, and regulations, including, but not limited to, academic regulations, codes of conduct, and rules of departure. Further, I pledge not to give or to receive aid unfairly or dishonestly in any academic work or in any way act dishonestly or in any manner that is not in accordance with the standards and regulations of Oakwood University.

OAKWOOD UNIVERSITY STUDENT'S BILL OF RIGHTS

AN OAKWOOD UNIVERSITY STUDENT CAN EXPECT:

Professors who express their commitment to teaching and who encourage student learning by:

- ✓ Including a variety of appropriate teaching techniques and activities
- ✓ Preparing relevant, informed, well-organized activities
- ✓ Evaluating assignments thoroughly and with regard for student's time and effort
- ✓ Providing an accurate, complete syllabus during the first week of class
- ✓ Developing meaningful, thought-provoking, valid assignments and tests which can be completed in the allotted time
- ✓ Thoroughly explaining assignments and testing methodology
- ✓ Announcing tests and major assignments at least one week in advance or within syllabus.
- ✓ Rescheduling final tests for individuals who have more than three final tests scheduled on the same day.

A community, which respects students and encourages student success by:

- ✓ Discouraging sexism, racism, and favoritism
- ✓ Discouraging disruptions in the classroom and living environment
- ✓ Noting and appreciating students' efforts
- ✓ Maximizing accessibility to students
- ✓ Returning student tests and papers within a reasonable period of time
- ✓ Responding to student concerns within a reasonable period of time
- ✓ Following times established for classes, meetings, appointments, and office hours
- ✓ Promoting student interaction and class discussion and being receptive to student input
- ✓ Modeling professional, courteous, ethical behavior
- ✓ Refraining from humiliating and intimidating students
- ✓ Modeling correct written and oral communication skills
- ✓ Allowing students to express concerns without fear of reprisal

AN OAKWOOD UNIVERSITY STUDENT HAS THE RESPONSIBILITY TO:

- ✓ Assume an active role in the learning process
- ✓ Be on time for classes and appointments
- ✓ Read and prepare all assignments
- ✓ Be familiar with the University Bulletin, the Student Handbook and Code of Student Conduct, and the Student's Bill of Rights
- ✓ Discuss questions about students' rights and responsibility with the instructor and staff member concerned as a first course of action if possible
- ✓ Follow up on questions about students' rights and responsibilities with any appropriate individual until questions are satisfactorily resolved
- ✓ Respect other students, professors, staff, and the learning environment

By enrolling at Oakwood University, a student signifies his/her support of and willingness to live in accordance with the codes, rules, regulations, and objectives of the University and the standards of the Seventh-day Adventist Church.

GENERAL REGULATIONS ON STUDENT CONDUCT

Oakwood University, a Seventh-day Adventist institution of higher education, is committed to providing quality education in the context of the Adventist faith. Modeled after the school of the prophets in the Bible, integrates faith and learning in a modern-day setting. It offers its students the opportunity to acquire knowledge, behaviors, skills, and wholesome attitudes. Such development will equip them to provide the highest service in this life, and in the life to come. The driving principles of Oakwood University are *Education, Excellence, and Eternity*.

THE OAKWOOD WOMAN/MAN

Oakwood University is committed to achieving a high level of spiritual development and academic excellence. Its teaching and practicing morals, values, and standards will result in a distinctive outcome—the *Oakwood Man* and the *Oakwood Woman*. Therefore, the students of Oakwood University are expected to exhibit high degrees of honor, integrity, and morality.

It is also expected that the Oakwood student will deal with others with compassion and sensitivity. In light of this, the University provides the context for the *Oakwood Man* and the *Oakwood Woman* to develop in their use of judgment, in personal maturation, and in their spiritual journey. Any student desiring counsel and/or additional information concerning the Code of Student Conduct may contact the Chaplain, Residence Hall Directors, or the Office of Vice President for Student Services. To help in the development of Christian morality and educational integrity, the following Code of Student Conduct describes the behavior and practices of Oakwood University students.

Christian Dress

"Fashion is a mistress that rules with an iron hand." "The love of display…kills the aspiration for a nobler life." "A person's character is judged by his [or her] style of dress. A refined taste, a cultivated mind will be revealed in the choice of simple and appropriate attire. Chaste simplicity of dress, when united with modesty of demeanor, will go far toward surrounding [young people] with that atmosphere of sacred reserve which will be…a shield from a thousand perils."
(Education, pp. 246-248)

The principles of modesty, chastity, simplicity, propriety, good taste, neatness, comeliness, and consistent witness are core values that relate to Christian dress. Biblical guidelines for modesty do not depend on current fashion trends. Students who attend Oakwood University are viewed as representatives by all whom they encounter. Because opinions regarding appropriate dress for men and women may vary, Oakwood University reserves the right to determine what is/is not appropriate dress for its students. Therefore, the following attire will not be worn: Shorts, skorts/skirts, spaghetti straps, low cut (front or back) or strapless attire, bare midriff blouses/shirts, sheer or any tight clothing worn in a way that exposes undergarments or intimate body parts (back, chest, thighs, abdomen, etc.). Garments should be neither tight fitting nor extremely oversized. Evening wear attire must also follow these guidelines.

Splits on dresses or skirts may not extend above the level of the knee (front, side, or back). Skirts, shorts, and dresses must be no higher than one inch above the knee.

Shorts may not be worn when attending chapel, assemblies, special convocations, church, AYS, or other religious services, other than residence hall worships. Hats, caps, stocking caps, "do-rags", and any other headgear may not be worn by males when attending the aforementioned services. Muscle shirts and similar attire may not be worn except in designated areas such as the campus weight room.

Acceptable swim attire for men is boxer style swimsuits; acceptable attire for women is modest, one-piece swimwear.

Jewelry:
Oakwood University dress code standards prohibit the wearing of ornamental jewelry, such as necklaces, rings, nose rings, earrings (including string, metal, plastic, or wooden posts) and ankle, arm, or wrist bracelets. The wearing of Band-Aids to conceal the wearing of earrings is also unacceptable. With the exception of wedding bands, which may be worn by married students, no jewelry of any kind or material (silver, gold, metal, cloth, leather, etc.) may be worn at any time.

Cosmetics: Hairstyles and use of cosmetics should be tasteful and not extreme in color.

Tattoos: The display and advertisement of tattoos is unacceptable. Tattoos with vulgar language or sexually graphic pictures must be concealed at all times.

Students who continue to wear jewelry and/or dress inappropriately after being admonished by a residence hall director, faculty member, or other staff members face the following:

1. A letter of counsel and fine ($50.00 minimal).
2. Social probation.
3. Referral to the Vice President of Student Services or his/her designee
4. Citizenship Probation
5. Suspension

Decorum and Lifestyle

The *Oakwood Man* and the *Oakwood Woman* must be conscious of and sensitive to Christian values that pertain to human relationships namely; politeness, courtesy, patience, respect, pleasantness, kindness, collaboration, cooperation, and morality. Therefore, students will:

- ✓ Not engage in inappropriate displays of affection or public/private intimate or sexual exchanges.
- ✓ Wear or carry their I.D. cards while on campus and be prepared to produce the badge whenever requested to do so by any official or representative of the University.
- ✓ Not initiate or participate in water fights (or snow fights) outside of controlled situations under the direct supervision of a University Official. Neither will they engage in the practice of throwing food in the University cafeteria.
- ✓ Manifest compliance with Christian standards when decorating their rooms with wall posters and artistic hangings.
- ✓ Be very careful not to commit any act of vandalism, remove, damage, or deface University property or equipment whether intentionally or by negligence.
- ✓ Maintain a reasonable standard of cleanliness and orderliness in their rooms.
- ✓ Refrain from playing music or watching video(s), which include TV, and Internet programs that do not reflect the standards and Christian values of the institution.

Pets: No pets of any kind are permitted on campus except where required by law or with special permission.

Marriage: A decision to marry is one of the most important in life. Therefore, all students contemplating getting married during their University experience are encouraged to seek counsel and to participate in premarital counseling. Students are not encouraged to get married during the already busy school term.

Health: All students are encouraged to maintain a healthy lifestyle through proper diet, exercise, and use of water, outdoor activities, the balance of work and study, and other healthful practices.

Diet: A vegetarian lifestyle is encouraged at Oakwood University. Therefore, flesh or meat products or any unhealthy foodstuff (i.e., products with caffeine, etc.) in any form will not be served on campus or at any University-related events or activities. All students residing in University housing are required to participate in one of the designated cafeteria meal plans.

Devotion and Spiritual Life

Devotion and worship are the backbone of the Christian experience. For this reason, the *Oakwood Man* and the *Oakwood Woman* are encouraged to maintain regular prayer and Bible study habits; to engage in service to others; to give of their time, treasure, and talents to the cause of God among others; to attend regular religious gatherings; and to freely share their faith. For this reason, among others:

All registered students must attend weekly chapels and assemblies. Students living on campus will also attend worship services conducted within their residence hall. In addition, all Oakwood men and women are encouraged to attend the mid-week prayer service.

Sabbath: The seventh-day Sabbath will be regarded with reverence as the sign of God's creative and redeeming power. From sunset Friday to sunset Saturday, students should view these sacred hours as a special time for worship, Bible study, meditation, prayer, and true missionary endeavor. Even their dress will give evidence of their commitment to please and honor their Lord, and all gatherings will be appropriate and spiritually uplifting. Attendance at Sabbath school, divine worship, and vesper services will be regular and punctual. Purchasing or selling food on campus during Sabbath hours is prohibited.

Recreation and Entertainment: "Whatever is true… noble… right… pure… lovely… admirable… excellent… [and] praiseworthy… think about… [and] practice. And the God of peace will be with you." (Philippians 4:8-9, NIV) Students are urged to guard the avenues of their mind. Knowing this, the *Oakwood Man* and *Oakwood Woman* will:

1. Refrain from viewing motion picture films, videos, television, internet and computer programs, or listening to music that promotes violence, nudity, sexually explicit language or behavior, vulgarity or ideas and behavior not in keeping with Christian principles and values.
2. As a part of their organizational responsibilities, clear all films to be shown on campus and all University-sponsored programs/activities through the Office of Student Activities.
3. Be careful not to allow their personal recreational or entertainment pursuits to intrude upon the peace of others or be considered disruptive in any way.

CODE OF STUDENT CONDUCT

Regulations of Oakwood University are formulated to meet changing student needs within the framework of University policy. These regulations become effective when the student enrolls. Some regulations may not be agreeable to everyone because they have been formulated to meet the needs of the entire group. This, however, does not lessen the individual's obligation to uphold them and thus, by enrolling at Oakwood University, all students pledge themselves to abide by this code of conduct.

Any action that prevents Oakwood University from fulfilling its purpose, as a Seventh-day Adventist educational institution cannot be condoned. Disruptive conduct or unethical behavior, should it occur, must of necessity be terminated by whatever action may be required, including the possible suspension of students involved in such activity. Oakwood University reserves the right to dismiss at any time, any student who, in its judgment, behaves in an undesirable manner and whose continuation in school is detrimental to himself/herself or to fellow students.

Students are subject to such disciplinary action as the administration of the University may consider appropriate, including possible suspension, expulsion, or dismissal for violating federal, state or local laws, or University regulations. This principle extends to conduct off-campus that is likely to have adverse effects on the University or on the educational process or which casts the offender as an unfit associate for other students.

Any violation of campus regulations, which is also an infraction of federal, state or local laws will be reported to the appropriate authorities for whatever action is deemed appropriate.

Students, when on campus or attending official University functions off-campus, are required to obey all rules and regulations published in this and other University publications.

All *Oakwood Men* and *Oakwood Women* are depended on to conduct themselves in a manner that is true to the high standards of Oakwood University and the beliefs and traditions of the Seventh-day Adventist Church. Consequences or discipline will be administered for behavior that is not in compliance with the Code of Student Conduct, hazardous to the health, safety, or well being of members of the University community, incompatible with the biblical standard of morality as interpreted by the Seventh-day Adventist Church, or detrimental to the University's interests.

While all consequences or discipline will be redemptive in nature, dismissal or suspension from the University (or lesser action) may result from the commission of any of the following offenses or violations occurring on or off campus:

1. Possession, distribution, or use of firearms, ammunition, explosives, fireworks, incendiary devices, knives, or any other instruments capable of inflicting bodily injury upon oneself or others. Replicas and/or facsimiles of these things are also prohibited.
2. Stealing. Personal involvement or assisting other persons in the forgery, theft, alteration, destruction, vandalism, or misuse of University documents, records, or properties; embezzlement; defrauding, procuring any money, goods, or services under false pretenses; misappropriation, or the unauthorized taking of another's property, including the property of the University; possessing, purchasing or receiving property, money, or services knowing them to have been stolen or embezzled; duplicating keys, and using computer and telephone access codes and other devices without proper authorization.
3. Possession of drug paraphernalia and/or use of marijuana, tobacco, hallucinogenic drugs, alcohol and narcotics or dishonestly acquired or misused prescription drugs or stimulants.

Any student found abusing drugs or using alcohol on the Campus of Oakwood University will be tested, if the results are positive, the student will be responsible for the testing, if the results are negative the school will absorb the cost of testing.

4. Violation of the biblical teaching regarding sexual morality under any circumstances; sexual abuse, date/acquaintance rape, or any form of sexual harassment.
5. Entering the room of a person of the opposite sex, and/or accommodating persons of the opposite sex in student housing without the permission of the residence director(s) or assistant(s). Attendance at a hotel, motel or any other off campus housing without official approval, or under questionable circumstances, or with someone of the opposite sex other than a direct blood related family member.
6. Physical abuse, violence, assault and battery to others or oneself. The commission or threatened commission of physical abuse or violence with respect to a University person anywhere, or with respect to a non-University person on University property, or at any activity sponsored by the University. A threat shall be understood to mean any act, gesture, or words directed toward any person communicating intent to commit bodily harm.
7. Unlawful entry, misuse of University keys, unauthorized use, possession, duplication, and/or distribution of one or more keys to any University building or structure or any part thereof.
8. Conduct which is disorderly or which breaches the peace, fighting or engaging in violent behavior, making unreasonable noise, obstructing vehicular or pedestrian traffic, or disturbing normal University operations.
9. Being continuously delinquent in attendance at required services and school appointments and/or making no serious effort to meet the scholastic and/or citizenship requirements of the University.
10. Insubordination; willful and obvious disrespect of and failure to comply with a directive of an official of the University or duly authorized agent, or intentionally creating public disorder, and/or inciting other students to disregard University policies and regulations.
11. Absence from the residence hall overnight or a major portion of a night (AWOL) without the permission of the residence director(s) or assistant(s).
12. Obstruction of or disruption of teaching, research, and administrative and/or disciplinary procedures or services.
13. Spreading ideas/acts that undermine the University's religious teachings and ideals.
14. Harassment of a person through direct physical contact, or using language which is abusive or obscene, with the intent to harass, annoy, or alarm. This includes making threatening or obscene phone calls and computer or electronic communications. (See the University policy on sexual harassment).
15. Membership and/or participation in activities of unsanctioned organizations as defined by the University (fraternities, sororities, etc,) is strictly prohibited.

16. Participation in any form of hazing (e.g., fraternities/sororities) which is defined as any action taken, any requirement or coercive expectation imposed, or any situation created by a campus organization or social club, its members, or persons associated with it, with respect to prospective, trial, or new members which is hazardous, insulting, humiliating, abusive, unlawful, and contrary to Christian principles, and which could reasonably be expected to produce mental or physical discomfort, embarrassment, pain or injury. It shall not matter whether such practices were mandatory or voluntarily entered into by any of the student organization members in question, including new and initiated members. (All campus-related clubs and organizations must be approved by the Office of Student Activities).

17. The actual or purported affiliation with any local or national gang, and the start-up or recruitment of others for gang membership is strictly prohibited. Also prohibited is the wearing of gang insignias, paraphernalia, colors, and gang related clothing; the throwing of signs; organizing, promoting, and participating in gang initiations; the establishment of 'turf'; and any other gang related activity.

18. Conduct that violates federal, state, or local statutes shall be a violation of this code, whether or not that violation is prosecuted by public officials.

19. All forms of dishonesty—academic (for information on academic dishonesty, refer to the Oakwood University Bulletin or call the Office of Academic Affairs) or otherwise, including cheating, plagiarism, fabrication, academic misconduct (see pg. 20 of the Student Handbook), alteration or misuse of identification cards, writing worthless checks, knowingly furnishing false information to the institution or one of its officers, or the withholding of necessary information, in connection with a student's admission, enrollment, or status in the University. (This includes the use of technological or electronic devices to accomplish these means.)

20. Fire mischief, including tampering with fire safety equipment; namely, fire extinguishers, smoke detectors, fire exit doors, and fire alarms.

21. Misuse of University student identification cards or lending a University ID card to anyone for reasons not authorized by the University. Failing to present a student ID card when requested by a University official, or possessing or using a fraudulent ID card.

22. Persistent refusal to adhere to the University standard of dress, including the wearing of jewelry.

23. Failure to evacuate University facilities when ordered to do so by any official of the University and/or willfully disregarding any emergency or fire alarm signal.

24. Going to questionable places of amusement and entertainment; gambling in any form; and attendance at nightclubs, dances, bars, and taverns.

25. Misuse of telephones, computers and/or other communication technology that includes, but is not limited to retrieving information that contains directions on the making of explosives, profanity, pornography, activities related to the promotion of or solicitation of funds for personal profit or other activities unrelated to the provision of an undergraduate education. In a nutshell, usage should be businesslike and appropriate to the University's mission.

26. Posting and/or submitting information or photographic images on the internet that may be considered contrary to the philosophy of the Institution and/or the SDA Church.

27. Persistent refusal to adhere to The Residential Life Guide, Student Handbook, Code of Student Conduct, or any other published policies or guidelines.

28. Oakwood University reserves the right to modify the Code of Student Conduct detailed above when deemed appropriate. Further, all regulations, amendments, and addenda announced in University assemblies and/or residence halls have the same authority and significance as those printed in University publications.

29. The following points restate and summarize Oakwood University's position on the wrongful utilization of goods, services, or information:

    a. Stealing from and/or possessing without authorization, any property or services from another person, group of people, or the University. Embezzling, defrauding, or procuring any money, goods, or services under false pretenses.
    b. Possessing, purchasing, or receiving property, money, or services knowing them to have been stolen or embezzled.
    c. Issuing a check on campus knowing that it will not be honored when presented for payment.
    d. Duplicating keys, computer access codes and other material including music, video, etc., and the use of any University equipment/property without proper authorization.
    e. The unauthorized downloading/duplication of copyrighted material.
    f. Forging, altering, or causing any false information to be entered on an administrative record or presented at an administrative proceeding.
    g. Unauthorized use of long distance caller identity codes.
    h. Unauthorized use of the computer system, computer access codes, and restricted areas of computer services.
    i. The utilization of social networks (i.e. Facebook, MySpace, Juicy Campus, etc.) to post derogatory and defamatory information.

Academic misconduct includes, but is not limited to, such behavior as breaking into an office to steal answers to a test, using cell phones or PDAs to cheat, personal and/or group cheating. *(All electronic devices must be turned off and may not be used during exams or tests except upon approval* of *the instructor and/or as outlined in the class syllabus.)*

DISCIPLINARY PROCEDURES

PHILOSOPHY OF REDEMPTIVE DISCIPLINE

Redemptive discipline is the mindset and method by which Oakwood University consistently upholds and enforces its values and standards. It is a special and inclusive emphasis given to the regular judiciary process. It endeavors to more specifically awaken the moral and spiritual sensitivities of the student relative to the infractions committed. It is firm and deliberate, while simultaneously student-centered and compassionate. It intends to convey to the student that the infraction does not end his/her relationship with God and/or the school. By deliberately emphasizing redemptive discipline, the school models God's attitude toward wrongdoing, His forgiveness, restoration, and desire for character building.

Individuals assume certain responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. "Oakwood University is a Seventh-day Adventist University where it is our purpose to provide higher education in a distinctive Christian environment, to apply church standards to behavior, morals, and modesty in dress. Acceptance of admission to Oakwood University is therefore a voluntary commitment to uphold Oakwood University standards." Therefore, Oakwood University expects students to comply with civil laws, God's laws, and with University regulations. Student conduct that violates these laws and regulations will result in University disciplinary action.

The judicial process is based on the assumption that disciplinary procedures, when required, should be an educational and redemptive process. Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline, to remind students of the spiritual implications of their behavior, to foster a respect for the rights of others, and to protect the rights, freedoms and safety of members of the campus community.

The purposes of the judicial process are to provide a redemptive, fair educational process for accountability of student conduct; to promote the development of individual integrity; to protect the rights of members of the University community; and to uphold the nonacademic rules and regulations of the University.

Disciplinary proceedings conducted pursuant to the Code of Student Conduct shall be informal, fair, and expeditious under the circumstances. It should be noted that they are not formal legal proceedings and that general rules of civil or criminal proceedings do not apply. In these proceedings, formal rules of evidence or procedure shall not be applicable. By providing this redemptive disciplinary process, Oakwood University is not offering or agreeing to provide students charged with misconduct "due process" as that term is used in legal proceedings. **The University reserves the right (through the Office of the Vice President for Student Services) to modify and/or deviate from these procedures when circumstances warrant.** Deviations from proscribed procedures shall not invalidate a proceeding or decision, unless that decision was materially influenced by the deviation. Further, the University will proceed with its review of infractions regardless of external or criminal proceedings.

Incident Report

An incident report is a written narrative that details a particular complaint, concern, personal account of an incident, or witness report. An incident report should be submitted when a member of the University community has suffered a wrong or an infraction of University rules or principles is committed. The report of that incident should be prepared by the individuals involved and by those who witnessed it. It is to be submitted within one workday of the incident to the Residence Hall Office (campus residents) or to Public Safety.

When warranted by the severity of an infraction or the frequency and nature of infractions, the matter shall be referred to the Office of Student Services for a hearing before the Judicial Council. Serious and/or repeated violations of the Code of Student Conduct that may subject offenders to suspension, expulsion, or dismissal are heard by this Council. The Office of Student Services reserves the right to initiate an inquiry into any matter pertaining to student life and campus security and to refer the matter to the Judicial Council when appropriate. The Council will thoroughly review the incident to determine the degree of culpability and the continuing needs of the student, and then determine the appropriate sanction. The decision of the Council will be communicated to the Assistant Vice President for Student Services who is responsible for informing the University administration and the student.

Prior to the convening of the Judicial Council to hear a particular case, and depending upon the nature of the incident, the University reserves the right to suspend a student until the Judicial Council has completed its deliberations and made a decision. While the decision is pending, the offending student(s) will be barred from all academic, social, and intramural events and may not participate in public programs or performances on or off campus. They will also be ineligible for campus leaves.

Judicial Council

The Judicial Council is the adjudicating body drawn from faculty, staff, and students to interview, evaluate, and decide the degree of culpability for a reported incident. The terms of service are staggered for purposes of continuity, and it functions under the supervision of the Assistant Vice President for Student Services, who is a non-voting member.

Hearings should be scheduled within two workdays of receipt of the incident report by the Office of Student Services and conducted within a calendar week. The offending student(s) must appear in person to discuss their behavior. They may come with witnesses or any other members of the University community who can help clarify the truth of the matter and/or help the student(s) to articulate their need(s). The Judiciary Council will hear and/or act on a case even if the student fails or refuses to appear. No attorneys are permitted to attend the proceedings of the Judicial Council. The Council has the right to control the proceedings and the presentation of the case.

The Council will evaluate the information, decide what action is to be taken, and communicate its decision/s to the Assistant Vice President for Student Services. The Assistant Vice President will communicate the decision to the Vice President for Student Services, to the Residence Hall Director, and to the appropriate student(s).

DISCIPLINARY SANCTIONS

OVERVIEW

Sanctions for violating University regulations could include: written reprimands, probation, fines, suspension, expulsion, and dismissal. The following sanctions are adopted by Oakwood University with the intent to provide flexibility to the disciplinary process (so that those responsible for student conduct can consider the nature of the violation, the circumstances under which it was committed, and the culpability of the offender, and then choose the appropriate penalty from a range of possibilities). Oakwood University reserves the right to amend, change, and/or determine what sanctions are to be imposed.

Sanctions may include the following:

1. **Disciplinary Warning:** An official written notification that a student's behavior is in violation of University regulations or standards, and which will clarify expected behavior in the future (for example: a letter of counsel). Further misconduct will be treated with more serious sanctions.
2. **Disciplinary Probation (Citizenship Probation):** Probation for a specified period, implying that the student's standing within the University is in jeopardy and that further negligent or willful violations will normally result in suspension or expulsion.
3. **Suspension from Residence Halls:** Prohibits the student from residing in any University-operated residence hall on either a temporary or permanent basis. The student may reapply for housing after the stated period of suspension. Specific restrictions on access to residence hall during the period of the suspension may also be invoked. Suspension includes forfeiture of any fee rebate for the remainder of the semester.
4. **Suspension from the University:** Separates the student from the University for a specified period of time. Such separation prohibits attendance at any classes, social events or other functions, or visiting University grounds or buildings unless by written permission. Reapplication is not required following a one (1) semester suspension. Suspension will be noted on the student's permanent record (transcript).
5. **Community Service:** When deemed appropriate, the University may also require the performance of a specified number of community service hours. This sanction will be fulfilled whether on or off campus.
6. **Educational Sanctions:** When deemed appropriate, the University may also require the performance of a variety of educational sanctions. These may include a formal apology (in writing and/or in person) or a public presentation or research paper on a designated topic.
7. **Restitution:** When deemed appropriate, the University may require restitution for damages done or other payment for expenses incurred as a result of the student's actions. Restitution may be required to the University, a specific department, or a specific individual, as designated by the University.
8. **Fines:** When deemed appropriate, the University may levy fines payable to the University for Selected Policy Violations.

9. **Expulsion:** Separates the student from the University indefinitely. An individual wishing to resume studies after having been expelled must reapply for admission to the University. Expulsion will be noted on the student's permanent record (transcript).
10. **Dismissal:** An individual who has been dismissed is ineligible for readmission. Dismissal will be noted on the student's permanent record (transcript).
11. **Repeat Violations:** In the case of repeated violations or violation in deliberate disregard of a specific warning, a student will be subject to more serious sanctions than would otherwise be the case. A prior disciplinary record is never relevant in determining the facts of an incident, but once the facts have been established, it may be relevant in determining the appropriate sanction.
12. **Sanctions Related to Group Behavior:** The University may recommend that a University-based group be required to make restitution of damages or pay additional fines. In addition, the University may recommend the imposition of one of the following sanctions:
    a. A written disciplinary warning with a copy maintained in the Office of Student Services. The warning should specify corrective measures that can help the group avoid similar complaints in the future.
    b. Disciplinary probation for a period to be established by the University, implying that the group's standing within the University is in jeopardy and that further negligent or willful violations will normally result in withdrawal of University recognition. Disciplinary probation may include restrictions on the group's function during the probationary period. The group should also be informed of corrective measures that must be undertaken during the probationary period and maintained after its conclusion.
    c. Withdrawal of University recognition and suspension of privileges, including the privilege of access to the resources of the University. A group desiring to reestablish a relationship with the University must reapply through the Office of Student Activities for recognition by the University.

Residence Hall Level Discipline

The following sanctions may be adjudicated by the Director of Residential Life, Residential Life Coordinators (Deans), or by the Residence Hall Courts (at the discretion of the Residence Hall Staff). Students wishing to know the details of the Residence Hall Courts should consult residence halls' manuals and house rules.

1. Warning: Notice, in writing, that the student is violating or has violated institutional rules and that continuation or repetition of similar misconduct, within a prescribed period of time, may be cause for further disciplinary action and more severe sanctions.
2. Restitution or Reimbursement: Reimbursement for damage to or misappropriation of property or for personal injury costs.
3. Fine: Monetary penalty appropriate to the severity of the offense.
4. Mandatory Community Work: Assigned campus and/or community service appropriate to the offense.
5. Mandatory workshop for alcohol or drug-related misconduct.
6. Personal counseling referral.

7. Restriction or Revocation of Privileges: Restriction or revocation of certain student privileges for a specified period of time.
8. Residence Hall Social Probation: Warning that further violations of residence hall guidelines will result in further disciplinary action.
9. Disciplinary Probation (Citizenship Probation): Warning that further violation of specified regulations within the probationary period are likely to result in more severe disciplinary sanctions being adjudicated by a higher level of administration.

The stipulations for probation include, but are not limited to, some or all of the following:

1. Suspension of all leaves: weekend, late, extended and standing late leave, except in an emergency and/or with the approval of the residence hall director.
2. Be present in the residence hall every night at curfew.
3. Attend all mandatory worship/chapel services.
4. Ineligible to participate in intramural athletic activities or any public performance.
5. Loss of all student leadership positions, including USM and religious organizations.
6. Pastoral and/or personal counseling.
7. Ineligible to live off campus.

Students' Right of Appeal

Students have the right to appeal. However, there are certain conditions that must be met:

1. Grounds for Appeal: An appeal will be considered valid only if it meets one of the following criteria:
   a. Information is available which was not available at the time of the decision, but which would have affected the decision.
   b. The case was initiated or conducted according to improper procedure and the decision was materially influenced as a result of the improper procedure.
   c. The decision embodies a sanction that is inconsistent with the nature of the offense. ("Inconsistent" in this sense should be interpreted to mean the degree of severity of the sanction is not reasonable in light of the offense.)
   d. The facts were not sufficient to justify the findings.
2. Limitations on Appeals of Sanctions: Appeals of sanctions and related specific restrictions/conditions, imposed at any given level of authority, are as follows:
   a. Probation, Social Restriction, Monetary Fines, Community Service Work, and Residence Hall suspensions may be appealed one administrative level in the system removed from the authority imposing the sanction. (i.e., if the sanction begins with an Assistant Residential Life Coordinator, it can be appealed to the Residential Life Coordinator, and so on to the Director of Residential Life, and then to the Assistant Vice President for Student Services, and the Vice President for Student Services.)
   b. Suspensions, Expulsions, and/or Dismissals may be appealed to the University President.

3. Procedure: The typewritten appeal shall be submitted within 24 hours after notification (written or oral) of a decision has been received by the student. The appeal should be addressed to the appropriate University official/authority with a copy to the University official/authority that rendered the decision that is being appealed. The appeal should clearly delineate:

   a. The specific charges.

   b. The action or decision reached by the lower authority.

   c. The ground(s) and rationale upon which the appeal is based.

   All relevant materials pertaining to the case will be forwarded to the appropriate office within 48 hours after the appeal is filed. It is the responsibility of the authority from which the appeal is being made to provide the necessary information to the appellate authority.

4. Responsibility of the Appellate Authority: The appellate authority will normally render a decision on the appeal within 72 hours* after it is received. The decision may be to:

   a. Reject the Appeal-a decision to reject an appeal should be base on and is indicated by a finding of no procedural and/or substantive discrepancies in the action(s) and/or decision(s) of the lower authority. This action implies agreement with the lower hearing authority.

   b. **Grant the Appeal-a decision to grant an appeal should be based on and is indicated by a finding of procedural or substantive discrepancies in the action(s) and/or decision(s) of the lower authority. This action implies disagreement with the lower hearing authority. If the appeal is granted, the appellate authority may:

      1) Alter or modify the sanctions imposed by the lower authority. This action implies agreement with the findings and disagreement with the sanctions. Any changes to the sanctions should be within the specified parameters for the type of infraction involved; or

      2) **Reverse the findings. This action implies disagreement with the findings and, consequently, the sanctions imposed by the lower authority. A review of the initial hearing is indicated and, depending on the circumstances, may be conducted by the appellate authority or ordered reheard by the lower authority.

   c. Send it back to the original authority to conduct further proceedings on the matter or ask for a completely new hearing.

If it is determined that grounds for a valid appeal exist, the appellate authority will notify, in writing, all concerned parties of the action being taken. If a new hearing is ordered, it should be scheduled as soon as possible. In these instances, the case will be presented in its entirety.

Students, who have been suspended/expelled/dismissed by the initial authority and choose to appeal the decision, may be required to leave campus or be subject to restrictions during the course of the appeal. In these cases, every effort will be made to expedite the appeal process. Further, the University reserves the right to deny re-admission to any student who has been sanctioned.

*Note: Exceptions to the specified time limitations should be allowed when in conflict with weekends, holidays, and other times when administrative and academic offices are closed. In the absence of administrative officials, the 72 hours rule may be waived.

** The appellate authority that grants or reverses the findings becomes the official signatory and will sign any official documents, papers, etc. needed by the student who filed the appeal.

Rules of Departure (Disciplinary)

Students who receive final notification of suspension, expulsion, or dismissal must turn in their ID cards and leave campus immediately (within 24 hours). Any hardship rendered by this time constraint for resident students should be discussed with their Residential Life Coordinator who will assist with any arrangements that must be made. Students who are suspended or expelled are restricted from all campus properties, functions, and events. Failure to abide by these rules will subject offender(s) to criminal trespass charges and subsequent arrest which will significantly increase their time of separation.

A student involved in activities requiring disciplinary separation will experience both financial and academic loss. According to the University Bulletin, "a student suspended for disciplinary reasons will not be allowed to make up class work assigned and done during his/her absence. Missed work will incur a grade of "F" and will be computed in the student's final grade". Further, students should consider the financial implications of their behavior since disciplinary actions have financial consequences. The deadlines set for tuition refunds will be the same that will be used in determining what refund, if any, a sanctioned student will receive when being separated from the University.

STUDENT LIFE

Attendance at Chapels/General Assemblies

Chapels/General Assemblies are scheduled for Thursday mornings and begin at 9:50 a.m. and end at 11:00 a.m. Students must have their ID cards scanned in between 9:40 am and 10:10 am and scanned out at the end of chapel/assembly to receive credit for attendance. All students taking more than six hours are required to attend weekly chapel/assemblies.

Assembly – Oakwood University is dedicated to providing a well-rounded educational and cultural experience. Throughout the academic year at the University assembly, distinguished guest speakers and artists address the student body with thought provoking lectures, dynamic performances, and inspirational challenges. The University assembly alternates with the University chapel service. All undergraduate students with the exception of students enrolled in the LEAP Program are required to attend Assembly and Chapel programs.

Chapel – The mission and purpose of chapel is: (1) to reveal a clearer picture of God through the teaching of His Word and by presenting biblical truths in ways that reveal God's love for us; (2) to create a family worship experience that will bring together faculty, staff, and students for the purpose of promoting spiritual unity, prayer, praise, and support for our campus.

One unexcused absence is allowed each semester. All unexcused absences beyond the first absence will result in a $25.00 fine per absence. Continued non-compliance could result in further discipline including suspension or denial of readmission. Non-compliance to the chapel/assembly requirement will become a part of the student's citizenship history and will effect recommendations and citizenship history requests from prospective employers, other educational institutions, and licensing agencies (State Bar, Medical Exams, etc.) made to the Office of Student Services.

Chapel/General Assembly Exemptions:

Exemptions to assembly/chapel requirements may be granted for students who show proof for one or more of the following criteria:

1. Students with dependent children in their immediate care (must present birth certificate).
2. Students with a baccalaureate or advanced degree.
3. Seniors in the final semester of a baccalaureate degree or students with at least 110 earned cumulative semester hours. *Seniors who have fewer than 110 cum hours must come to the office of Student Services and present proof of graduation eligibility (i.e. graduation clearance form, registration form exceeding 16 semester hours, CLEP exam results, etc.).
4. Community students taking six or fewer hours.
5. Students who are employed or fulfilling a practicum/internship during chapel hours must present typed-written documentation on letterhead from their place of employment and/or academic departments signed by their immediate supervisors or professors. This documentation must be turned into the Office of Student Services no later than one week after the starting date of employment or practicum/internship.

Students who miss an occasional chapel (i.e., class trips, sickness, death in the family, etc.) must submit their excuses in writing to the Office of Student Services before the next chapel service after the absence has occurred.

Students who fail to submit proof of a valid exemption before a fine is posted must pay the fine. However, noncompliance discipline will be waived. To avoid the cash fine, it is imperative that requests for exemption from chapel/assembly be submitted the first week of classes. Failure to meet the exemption criteria above will automatically result in an unexcused absence and a fine being applied to the students Chapel/Assembly attendance file.

Fines for Chapel/Assembly noncompliance will be posted at the end of each semester. All students are encouraged to periodically check their Chapel/Assembly records in the office of Student Services. It is the responsibility of the student to submit all excuses in the allotted time.

All students will be held accountable for information disseminated at chapels/assemblies whether they are required to attend or exempt. It is the sole responsibility of the student to get all information that is relevant to his/her matriculation at Oakwood University.

Cafeteria Rules of Conduct and Decorum

Cafeteria Rules

1. All Oakwood University students entering the cafeteria are required to present their own valid student identification card. Students may not use another's card for entrance into the cafeteria.
2. All Oakwood University students entering and dining in the cafeteria are required to adhere to the Oakwood University Dress Code. Failure to adhere to the dress code will result in the denial of access.
3. All Oakwood University students in the cafeteria are required to adhere to the Oakwood University Code of Conduct. Rude, discourteous, or boisterous behavior directed toward Students or staff will not be tolerated.
4. All Oakwood University students utilizing cafeteria services are required to keep their dining area clean by proper disposal of waste and return of trays and utensils to their proper receptacles.

Enforcement

1. Infraction of any of the above "rules of decorum" shall result in the student receiving a notice of conduct form.
2. Receiving any three infractions within the course of a semester shall result in the suspension of in-house dining privileges. Violators will have take-out privileges only.

Citizenship Review

As a private institution, Oakwood University reserves the right to deny admission and/or continuance to individuals who have clearly demonstrated that their continued enrollment would not be in their best interest or that of the University.

At the end of each semester, the Office of Student Services reserves the right to review the Citizenship records of students who have demonstrated a pattern of irresponsibility in meeting University guidelines and who have manifested a spirit of unwillingness to comply with such guidelines. The purpose of the review is to determine the eligibility of those students for readmission or continuance. The review process begins when the residence hall directors review the citizenship records of all residence hall occupants. That review will identify students whose records indicate non-compliance. The Residential Life Coordinator will then meet with the student to discuss his/her non-compliance and advise him/her that his/her continuance at Oakwood University is in jeopardy. The Residential Life Coordinator will discuss his/her recommendation with the student, give the student a copy of the recommendation and will forward a copy of that recommendation to the Office of Student Services. Off-campus students' citizenship records will be reviewed by the Assistant Vice President or designee who will work in collaboration with the Office of Student Services. (It should be noted that this process is in compliance with provision 27 of the Code of Conduct.)

Students with Disabilities

Oakwood University strives to provide all students with reasonable access to its facilities and programs in accordance with applicable federal laws, including the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students with special academic needs as diagnosed by qualified specialists are serviced within the Center for Academic Success. This is located on the lower level of Cunningham Hall on the west side of the building.

If your special needs include issued of accessibility or needs for special living accommodations please contact the Department of Health and Counseling Services for assistance. If the perceived barriers to accessibility have not been adequately addressed then please contact the Office of Student Services. If you wish, you may submit a formal request or complaint with the Assistant Vice President for Student Services. At that point, the request will be governed by a procedure similar to the one outlined in the harassment policy.

Health and Counseling Services

Health and Counseling Services is open Monday through Thursday from 8:30a.m to 5:30p.m and Friday 8:30a.m to 11:30Aa.m. Staff includes a medical doctor and licensed nurses who may be seen during regular scheduled hours. Licensed and Master level counselors are available to discuss personal issues and provide consultation related to stress, anxiety, college life, depression, and other adjustment issues from a Christian perspective.

If experiencing either a medical or mental health emergency after regular Health Services service hours, please contact your residence hall director and/or the Campus Public Safety Department at (256) 726-7371 to assist you in access to emergency medical services after hours.

Student Health Rights and Responsibilities

- ✓ Students have a right to considerate care that safeguards their personal dignity and respects their values and preferences.
- ✓ Students are provided reasonable privacy, including protection from access to their confidential information by faculty, staff, and non-health personnel unless necessary for the provision of medical services, or for insurance billing purposes. Other instances for access to confidential information will be based on issues related to the imminent danger of the student or others in which confidentiality is no longer a factor. Additionally, court subpoenaed documents are outside the jurisdiction of confidentiality. All other medical releases of information require the written consent of the student.
- ✓ Students have the right to medical and mental health services, however, The Department of Health and Counseling services reserves the right to deny services to any student whose conduct is threatening or poses a danger to others. Additionally, Oakwood University is not liable for students who pose a risk to their own physical and mental well-being by non- compliance with treatment recommendations.
- ✓ Furthermore, students who are diagnosed with communicable diseases must comply with recommendations made by the Department of Health and Counseling Services or its designee for the safety and well-being of the Oakwood community. Noncompliance with recommendations geared to minimize the spread of communicable diseases could result in termination of the student from Oakwood University. Additionally, if the communicable

disease is not able to be affectively restrained due to the nature of the disease or due to residential living environments, a student may be asked to withdraw from Oakwood University until the student is no longer a risk to others as deemed by Health Services personnel and the Office of Student Services.

- ✓ Students are responsible to provide to the Health Services office complete and full information on their health status and to cooperate in treatment planning and follow-up.
- ✓ Students have the responsibility to assume financial obligations for services rendered.
- ✓ Students have the right to access care and treatment.
- ✓ Students have the right to know and identify health care professionals providing care.
- ✓ Students have the right to refuse care and take personal responsibility for treatment

Medical Insurance

All students are required to have sickness and accident insurance coverage, personal or acquired through the University. The cost for insurance, acquired and/or assigned through the University, is divided into two equal premiums charged fall and spring semesters for coverage from August to August. Students must complete an insurance waiver form in order to avoid incurring costs for the University insurance plan. Students who fail to complete the waiver form each semester and who fail to show proof of private insurance while enrolled at Oakwood will be automatically charged for school accident and illness health insurance. Deadlines for completing the waiver forms are listed on the school calendar each semester. Once the deadline is past, insurance billing charges will not be reserved. All International students will be assigned and charged for the International Students Insurance plan provided by the University, regardless of personal coverage.

Medical Housing Requests

Each Residence Hall office is responsible for making its own room assignments. When students are ill or disabled in any way, the Department of Health & Counseling Services will be asked to assess the nature and severity of the illness or disability and recommend (temporary or permanent) special housing accommodations. The Health Center may choose to recommend single rooms or special room assignments only upon adequate documentation of absolute medical necessity. Students requiring special residential accommodations due to a medical condition are required to make a formal request in writing outlining the medical condition and the type of accommodations desired.

Documentation from the student's primary care physician, lab tests, and/or any other diagnostic evaluations and results are required for any requests to be considered.

Please include a completed Release of Information form, to include with the other documents.

Once these documents have been reviewed by the Director of Health & Counseling Services in consultation with the staff physician, a recommendation will be made to the Vice President of Student Services or designee.

Please note: This is only a recommendation. Again, Oakwood University strives to provide all students with reasonable access to its facilities and programs in accordance with applicable federal laws, including the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All final decisions rest with the Vice President of Student Services and or the Assistant Vice President and will be based upon space availability, the needs of the student and the University.

Motor Vehicles

All vehicles operated on the University campus must be registered with the Office of Public Safety. Students with motorized vehicles must register their vehicles and display the current decal when they register for school.

Specifically marked parking spaces are reserved 24 hours a day, 7 days a week.

Regulations

1. The University reserves the right to move any vehicle improperly parked and assume no responsibility for damage incurred in moving such vehicle(s).
2. The University reserves the right to deny any person the privilege of operating and or parking a motor vehicle on the campus.
3. The University assumes no responsibility for losses due to fire, theft, or from any other cause when cars are parked on the campus.
4. City, state, and county regulations and rules, all directive signs governing the use of motor vehicles must be observed at all times.
5. Handicapped spaces are for the exclusive use of blue cardholders. Handicapped permits are good in any legal parking space on campus.
6. Parking is prohibited except in marked spaces. Parking spaces are marked by painted lines, curbs, or specific signs.
7. Parking on the grass, on sidewalks, or blocking sidewalks and loading docks is prohibited.
8. Blocking fire hydrants is prohibited.
9. Double parking is prohibited. Double parking is parking across the lines, to the side, back, or front of another vehicle.
10. Entry and egress to and from campus other than the main roadway is prohibited. This includes operating any vehicle on unpaved portions of the property without the expressed authorization of the Public Safety Department.
11. Impeding the flow of traffic by contributing to a roadblock, partial or full, with vehicles or pedestrians.
12. Loud music or music heard outside the confines of the vehicle is prohibited.
13. The registered driver of a vehicle is responsible for all citations issued to that vehicle.
14. If the citation recipient fails to satisfy the obligation, a charge will be assessed by the Public Safety officer and sent to the Accounting Officer of Student Accounts to have the fines charged to his/her account.

15. In the event of mechanical failure of a vehicle on campus, the owner or driver will be responsible for its removal within three days. Public Safety should be advised of its location at the time of the mechanical failure.
16. Persons visiting the campus must secure a temporary permit.
17. It is the goal of the Office of Public Safety to regulate and maintain a safe environment for pedestrians as well as operators of motor vehicles. Traffic regulations are intended to accommodate faculty, staff, students, administrative officers, and visitors through controlled parking.
18. Parking or driving on the grass, on sidewalks, or blocking sidewalks and loading docks is prohibited. Vehicles parked in spaces designated for the handicapped must carry a valid permit. Strict compliance with all traffic and safety rules and regulations is mandatory. Violators will be subject to fines. They may also suffer the added inconvenience of having their cars towed away at their expense.
19. Alabama state law prohibits the playing of music in automobiles at a volume that can be heard 25 feet away. On campus, the music played in your car should not be loud enough to be heard outside your car. Students who violate this noise ordinance will be fined and/or not allowed to bring their vehicles on campus.
20. Resident students under the age of twenty (20) are not allowed to bring motor vehicles to campus during their freshman year.

Public Notices

Material to be posted on campus bulletin boards and in other public places must first be approved by the Director of Student Activities or the Office of Student Services. These are the only offices with the authority to approve and/or deny requests for posting material. Notices to be posted in the residence halls must be approved by the residence hall office. Materials may not be posted on windows or glass doors.

Right to Discussion

Students wishing to express personal views on issues regarding University policies and procedures relative to student life or matters of general interest should consult their elected United Student Movement leaders (and senators) who will contact the appropriate administrator or committee member. Students, individually or collectively, have the right to be heard.

Students who are unsuccessful in gaining a hearing may submit a request in writing to the Vice President for Student Services who will respond in one of several ways:

- ✓ Make an appointment for the student(s) with the appropriate administrator or committee member.
- ✓ Schedule a personal audience with the student(s) to air the issues.
- ✓ Refer the matter to the Student Life Committee or the Administrative Council for appropriate action.

When a matter has been referred to the Administrative Council, the decision rendered by that committee will be accepted as final and the matter considered to be officially closed.

Selling/Soliciting/ on Campus

Selling/Soliciting on campus is permitted **only** with the approval of the Office of Vice President of Student Services, Residential Life Council or the Administrative Council. Food deliveries to residence halls (**except during Sabbath hours)** may be made by licensed vendors who are also qualified to make deliveries to the public.

Student Identification Card

Each student is issued a student identification card at the time of registration. Because the card provides access to facilities, programs, and services, students are required to carry their identification card at all times and to present his/her card upon request of any University official. While the identification card is issued to the student, the card is the property of Oakwood University. The card and the privileges accompanying it may be revoked by Oakwood University for violation of the Student Code of Conduct.

Students are required to have their student ID at all times. Students who fail to present a student ID card when requested by University officials are subject to discipline. The replacement fee for the student ID card is $10.00.

Student Records

Students have a right to inspect and review their own official records, files, and data kept in any unit of the University. The request should be made in writing to the appropriate administrator who should be allowed a reasonable amount of time to respond. The University reserves the right to refuse to provide copies of records to/for students with outstanding financial obligations to the University or if there is an unresolved disciplinary action pending against the student. This right does not extend to any information that is proprietary, confidential, and/or privileged to the University.

Tornado/Disaster Warnings

When there is imminent danger of a tornado striking the campus community, a siren, located atop Cunningham Hall, will sound. Such a warning is *very* serious and must be given an *immediate* response. All students are to follow the evacuation plans posted in each building and/or the directives of the building captain. Remember, the life you save may be your own.

Withdrawal Procedures

We recognize that there are occasions when a student may need to leave the University for personal reasons. We highly encourage students considering withdrawal to talk with advisors, residence hall directors (when applicable), parents/guardians or spouses, before beginning the withdrawal process. When such a departure is necessary, the following steps should be taken:

- ✓ Make the initial contact with your residence hall director or the Director of Residential Life (campus residents only).
- ✓ Procure a Withdrawal Form from the Office of Financial Aid.
- ✓ Obtain the appropriate signatures as indicated on the form.
- ✓ Return the completed form to the Office of Student Services along with your ID Badge.

RESIDENTIAL LIFE

Housing Policy

Students seeking approval to live off campus should begin the process at least four to six weeks before the fall or spring semesters with the intent of completing the process before registration. Only original documents will be accepted for approval. **All areas of the affidavit of parental responsibility must be filled out completely including addresses and relationships.** Documents not fully completed will not be accepted and the student will be required to fill out a new document for approval. Students who wait until registration begins to start the approval process may be delayed and be subjected to late fees, etc.

Off-Campus Housing Policy

Oakwood University is a residential campus. Our mission is to provide holistic quality Christian Education in a nurturing environment of campus living. The University has made a concerted effort to make residential living comfortable, clean, and convenient, in a Christ-centered climate.

Students under 22 years of age are required to live on campus. Students living in University housing, with the exception of West Oaks Apartments residents, are required to board in the University cafeteria. Exceptions to the housing policy may be made for students who are not currently on social or citizenship probation and who meet one or more of the following criteria:

1. They are married or a custodial parent. (Proof required for students under age 22)
2. They are 22 years of age or older or have two years of military service (Proof of age required, government issued document i.e. birth certificate, current driver/non drivers license)
3. They live with parent(s) or legal guardian(s) or grandparent(s) who maintain primary residence in the Huntsville area. *(Proof of Huntsville, Alabama Residency Required)
4. They live with a sibling or parent's sibling 23 years of age or older who maintains primary residence in the Huntsville area. *(Proof of Huntsville, Alabama Residency Required)
5. They are taking six or fewer credits.

DESCRIPTION LIST OF ACCEPTABLE DOCUMENTS* TO DECLARE HUNTSVILLE, ALABAMA AREA RESIDENCY

***Note: All documents must verify the housing provider's residency and may be presented by the housing provider or the student. *The address on the documents must be the same as the address on the Affidavit of Parental Responsibility*.**

Either of these documents must be presented to meet the criteria for off-campus eligibility:

- Alabama Driver's License with an issue date at least twelve (12) months prior to the date of application.
- Alabama State Tax Returns showing evidence of payment of income tax to the state of Alabama for the preceding fiscal year (Federal income tax returns are not acceptable).

*(*Parents who cannot produce the documentation may appeal to the Assistant Vice President of Student Services or designee to show proof of current Alabama residency.)*

Students are not allowed to financially clear as off campus residents without prior approval (**signed Off-Campus Housing Information/Application/Reapplication Form**) from The Office of Student Services by the Assistant Vice President or designee. Off campus approval is for the current academic year and must be renewed every academic year. **Oakwood University assumes no responsibility or obligation for students, parents/guardians, relatives and/or anyone else who does not obtain official approval for off campus residency before making housing commitments.** Students found in violation of the University housing policy are also in violation of the Code of Student Conduct and subject themselves to invalidation of registration and discipline under the Code including denial of admission, readmission or continuance.

The University reserves the right at any time during a student's matriculation to charge full room and board for every semester that student has been found in violation of the off campus housing policy.

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All questions concerning housing should be directed to

The Office of Student Services

BEFORE making off campus commitments

Family Housing

A limited number of University-owned apartments are available for students with families. For this reason, students with families who are planning to attend Oakwood University and live in family housing are strongly urged to apply at least one year prior to the semester they plan to arrive with the V.P. for financial affairs.

Residential Philosophy and Rights of Students

University housing provides a unique living experience and environment. Students come to Oakwood from all segments of society, from different cultures and countries, and with varying value systems and life experiences. Thus is provided an extraordinary opportunity to broaden one's understanding and appreciation of other people as well as develop a tolerance of lifestyles that may be different from one's own. Furthermore, roommates, suitemates, and hall residents have an excellent opportunity to develop lifelong friendships.

To take full advantage of these opportunities, mutual respect and consideration, coupled with an awareness of, and sensitivity to the needs of others, must be the standard of community living. Every resident should respect the rights of their roommates, suitemates, and other residents. These rights include:

- ✓ The right to read and study free from unnecessary disturbance in one's room. Unreasonable noise and other distractions that inhibit the exercise of this right.
- ✓ The right to sleep without undue disturbance
- ✓ The right to expect that roommates and/or suitemates will respect one's personal belongings
- ✓ The right to a clean living environment
- ✓ The right to free access to one's room and hall facilities

- ✓ The right to personal privacy
- ✓ The right to host guests when respecting the rights of one's room- or suitemate
- ✓ The right to redress grievances. Residence hall advisors/assistants are valuable aids in settling various conflicts.
- ✓ The right to be free from intimidation and physical or emotional harm.

Personal Property Liability

Oakwood University accepts no liability for personal property, which is lost, damaged, or stolen. For this reason, students must take all precaution in safeguarding their personal belongings. It is recommended that students provide personal insurance for their property while enrolled at Oakwood University. This can be done by adding on to parents' family homeowner's insurance, or by purchasing a separate renter's policy. Limited personal property insurance is provided for all registered students (see section on Personal Property Insurance).

Security/Damage Deposit and Activity Fee

Students expecting to live in University housing are required to pay a housing fee which includes a security deposit and an activity fee. The annual activity fee, which is non-refundable, helps to cover the costs of programs and activities in residential housing. Financial clearance is required before a room or apartment key is issued.

Campus Housing Policy for Winter/Summer Breaks and Summer School

Contact The Office of Student Services or The Director of Residential Life for information regarding housing available during winter and summer breaks.

Living in residential housing during winter break and/or summer session is a privilege, not a right. Students wishing to remain in residence during these times must show an ability to conduct themselves in a mature, responsible manner. All rules of the University, except for required worships, remain in effect during winter and/or summer break periods. Any violation of University or residence hall policy during the school year disqualifies a student for residency during break periods. Violations include, but are not limited to: curfew violations, poor worship attendance, disciplinary actions from the Judicial Council or residence hall, water fights, issuance of a "Letter of counsel," vandalism, room cleanliness problems, insubordination, playing loud or inappropriate music in your room or car, horseplay, disregard for quiet hour policy, housing of non-residents without permission, violation of visitation policy, etc.

Students who desire to live on-campus must meet the following criteria:

1. Be a current residence hall occupant
2. Be financially cleared for summer residency
3. Have an authorized winter break/summer work contract in the Work Employment Office or be registered in the Oakwood University Summer School Program.

Residency on campus will continue as long as the student is working on campus or taking a summer class at Oakwood. Students who are not financially cleared for fall semester will not be allowed to remain in the residence hall after the last day of July. If you are desirous of staying on campus during a winter break and/or summer session, you must notify your residence hall office staff in advance of the break period to receive official information concerning the process for approval. Do not assume that because you meet the requirements stated that you are automatically eligible. You

must get approval from the residence hall office. Any violation of University or residence hall policy during the break and/or summer session will result in the immediate dismissal of the offender from the residence hall and/or disciplinary action.

Campus Leaves

A campus leave is a privilege. Abuse of this privilege, or falsifying information to secure a leave, may result in disciplinary consequences. Further, the University reserves the right to deny and/or cancel leaves.

Overnight Leaves

Any departure from the campus, which includes a night out of the residence hall, is considered an overnight leave. A leave request must be submitted to a residence hall office for approval 48 hours prior to the time of departure, except in cases of emergency. Leaves may be granted for overnight visits at the discretion of the residence hall director or an authorized representative.

Weekend Leaves

Weekend leaves must be arranged with the residence hall office no later than Thursday noon. Weekend leaves generally begin at the close of the last class of the week and terminate at 11:30 p.m. the following Sunday or as otherwise arranged. When students are employed on campus, approval for weekend leaves should also be obtained from the work supervisor. If or when classes are going to be missed teachers and/or Department Chairs should be notified.

Freshmen Leaves

Written permission from parents or guardians for weekend leaves must be on file for students who are 18 years old or younger.

Should traveling plans be altered, or should an emergency arise while a student is away from the campus, the student is responsible for notifying the residence hall office or residence director on duty immediately.

Late Leaves

Any activity that would involve a student's entry into the residence hall after curfew requires a late leave permit. This must be secured prior to the activity and presented to the residence hall director or an authorized representative upon one's return to the residence hall. At the discretion of the residence hall director, late leaves may be granted on any night of the week except Friday for the following times:

Sunday to Thursday	up to one hour after curfew
Saturday	up to 2:00 a.m.

Upperclassmen have a "standing" late leave which expires at 1:00 a.m. Saturday through Thursday. Residents who are on academic or citizenship probation, have poor Worship attendance, or fail to follow University and residence hall policies will lose their standing late leave privilege. Students who choose to stay out of the residence hall past room check must sign in at the lobby receptionist's desk before the expiration time of the "standing" late leave.

Students who wish to remain out past curfew must have a late leave approved and signed by the residence hall director on duty. Approval for late leaves after these times is generally limited to emergencies.

Freshmen living in residence halls that house multi-classification students may be subject to restriction based on age. (See Residential Life Guide.)

Room Check/Curfew

All residential students are to be in their residence by the following times, except when approved for a late leave:

	Freshmen	**Upperclassmen**
Sunday – Thursday	12:00 a.m.	1:00 a.m.
Friday	11:30 p.m.	11:30 p.m.
Saturday	1:00 a.m.	1:00 a.m.
West Oaks		
Sunday – Saturday	2:00 a.m.	

Whenever a student is detained elsewhere after curfew, he/she must immediately notify and give an account of his/her whereabouts to the residence hall director or an authorized representative.

Electrical Appliances

Clocks, radios, stereos, sewing machines, computers, hair dryers, study lamps, razors, microwave ovens and small refrigerators (except Holland Hall) are the only appliances approved for use in residents' rooms. Electric irons must be used only in designated areas.

Fire Drills

Periodic fire drills are practiced in the residence halls. State law requires full compliance with evacuation procedures.

Food Preparation

Cooking appliances in student rooms are limited to microwave ovens (except Holland Hall). **All other cooking appliances are strictly prohibited.**

Lobby and Lounge Hours

Students may receive visitors in the lobby and lounge areas of the residence halls during the following hours or as posted by the residence hall director.

Sunday –Thursday	10:00 a.m. –11:00 p.m.
Friday	10:00 a.m. – 2:00 p.m.
Friday Evening	Sunset – 11:00 p.m.
Sabbath	2:00 p.m. – 11:00 p.m.

All residence hall lobbies will be closed during hall and campus worship, including Wednesday night prayer meeting, spiritual emphasis weeks and weeks of prayer.

Personal Property Insurance

Limited personal property insurance is provided to all registered students who pay the general student fee. Each student is responsible for providing his or her own personal property information to the insurance provider. The student may make arrangements for additional coverage and/or changes

to their deductible. Contact insurance provider for additional information (NSSI.com). The University does not assume any liability for the personal belongings of students.

Right of Entry

The University reserves the right for a residence hall director, an authorized representative, or an officer of the University to enter a student's room to verify residency and to ascertain the sanitary and safety condition of the room. This includes the right to inspect the contents of locked boxes and containers. However, such an inspection should be done in a respectful manner in the presence of the student. The only exception to this understanding will be when the health and safety of residents is believed to be in danger.

Sabbath Order-out Food Service Delivery Policy

Order/delivery of food to the campus one hour or less before Friday sunset and during Sabbath hours is strictly prohibited.

Security Deposit (revisited)

Before registration, students expecting to live in University residence halls are required to pay a housing fee of $250.00. Of this, $200.00 is a security deposit. The remaining $50 is an activity fee to cover the cost of programs and services requested by residents. This activity fee is annual and is non-refundable.

The security deposit is refundable. It is held in trust until the student (1) vacates the residence hall, (2) leaves his/her room in satisfactory condition, (3) turns in the key, (4) pays off his/her account balance, and (5) receives a satisfactory inspection report. Upon application, the Office of Student Accounts will then forward a check for the deposit to the student within six weeks.

Failure to meet one or more of the above-mentioned stipulations will result in forfeiture of the security deposit.

The security deposit will be regarded as security against damage or willful negligence with respect to institutional property throughout the course of the student's stay at the University. Abuse, misuse, vandalism, etc., the collection of which exceeds the amount of the deposit, will be charged to the student's account.

The use of the entire deposit before the end of a school year will necessitate a new cash deposit before the student will be permitted to register the following semester. Continued abuse of University property will jeopardize a student's eligibility for continued enrollment and/or readmission.

Storage of Personal Belongings

Because of limited space, the University is not able to store the personal belongings, trunks, or baggage of residents during the course of a semester or when the University is closed. It is therefore necessary for students to pack their belongings and empty their rooms when they leave at the end of the academic year.

Students who have financially cleared for spring semester and expect to return may leave their belongings securely packed up in their rooms during Christmas vacation. Students who choose this consideration do so at their own risk. Students who do not return and who have personal belongings in a residence hall/annex room or apartment will forfeit their room deposits and become subject to an additional storage charge of $50.00 a day. The $50.00 per day will be a cash payment to the appropriate housing facility (hall, annex, apartment, etc.). ***The University assumes no liability for damage or theft to students' personal belongings.***

Visitors and Guests

Residence hall housing is for on-campus registered students. Visitors, relatives, friends, and alumni who desire overnight accommodations in the residence halls must make arrangements with the residence hall office.

Daily visits end at curfew. Overnight visits are restricted to weekends. All persons occupying a residence hall are expected to adhere to the policies of the University as stated in the residence halls manuals and/or *Student Handbook*.

Unauthorized housing of guests subjects the offending student to a fine. Any student found out of compliance with this provision will be charged $25 the first night and $50 each additional night.

Residence Hall Worship

See Devotion and Spiritual Life, page 16, and the Residential Life Guide.

STUDENT ORGANIZATIONS

General Policies

Students seeking approval to function as a campus organization must submit to the Office of Student Activities a fully developed constitution or a statement regarding the scope and purpose of the organization, its membership requirements, and general policies.

Permission to function will be granted on an annual basis. All student organizations must register annually with the Office of Student Activities. This registration must be made during the fall of each year. Registration entitles the organization to the use of campus facilities and inclusion in the co-curricular program of the University.

All organizations shall have a faculty or staff advisor, who has been approved by the Office of Student Services. The advisor shall be responsible to the Vice President for Student Services for the activities of the organization.

Organizations are expected to render programs and services, which contribute to the social, recreational, spiritual, and cultural life of the University community. Any organization which promotes clandestine relationships, immoral practices, or encourages violation of the University regulations will be reviewed and if found out of compliance will forfeit the right to function on the University Campus. Further, the officers of such organizations in violation of Oakwood University and Seventh-day Adventist principles will be open to immediate disciplinary action by the University. The University reserves the right to withdraw its approval of any campus organization when the well being of the University requires such action.

All organizations, with the help of their advisors, are asked to give an end -of-the year report on their organization's activities. This should include supporting documentation. Failure to do this could cause some restrictions for the coming year. (This report should be submitted to the Director of Student Activities no later than April 15th of each calendar year).

Greek Social Clubs

Due to the exclusivity of fraternities/sororities, their initiation activities, and their internal codes of performance and behavior that may be in conflict with Oakwood University philosophy and values, Greek *social* clubs, fraternities, or sororities are not permitted to function at Oakwood University. Neither are they permitted to wear their paraphernalia on campus or recruit students from the campus community. This includes all fraternity/sorority-like groups, activities, symbols, or sponsored efforts. * Students refusing to comply with this policy subject themselves to sanctions that include, but are not limited to, suspension and/or expulsion. If students are members of off-campus fraternities/sororities, the University cannot be held liable for incidents or accidents that may occur related to such activities in which students may participate.

Academically related clubs, societies, or organizations are not included within the scope of this policy. * See Student Code of Conduct.

Academic Qualifications of Officers and Members

Students holding office in any organization must have a cumulative GPA of 2.5 or better. Members on academic probation may be limited in the degree to which they may participate in the activities of their organizations.

Organizational Leaves

A campus leave that is planned by any registered organization, including musical groups, for the purpose of fulfilling an engagement off campus, is considered an organizational leave. A request for an organizational leave must be submitted in writing by a responsible officer of the organization to the Office of Student Services for approval before the proposed activity in accordance with the following guidelines.

Allow not less than three workdays for processing activity engagements in Huntsville and its immediate surroundings.

Allow not less than one week for processing activity engagements that are scheduled for a weekend involving travel and/or accommodations.
In no case shall an organization leave be taken or final commitment for activity engagement be finalized without the consent of the sponsor and written approval from the Vice President for Student Services.
The organization's president, sponsor, and chaperons shall be held responsible for any deviation from student organization policies and procedures.
Choirs and musical groups are limited to two out-of-town engagements per semester.
The written request for the organizational leave must include the following:

a) Purpose
b) Destination
c) Mode of transportation. (All public and private vehicles must be fully insured. Proof of ownership and insurance must be provided.)

d) A copy of the invitation
e) The name of the host(ess) and accommodations (prearranged).
f) Two telephone numbers for emergency use
g) The names of participants
h) The names of chaperons
i) Date and time of departure
j) Date and time of return
k) The method of finance for transportation
l) The signature of the organization's president
m) The signature of the faculty or staff sponsor

THE UNITED STUDENT MOVEMENT

The United Student Movement is the student government of Oakwood University. As stated in its constitution, the USM was established "in order to enhance our spiritual, academic, and social experience" at Oakwood University. Every student enrolled in Oakwood University is a member of the United Student Movement; hence it is the largest student-run organization on campus.

The USM, through its offices, provides many services. These include, but are in no way limited to social, academic, athletic, and religious activities. Some of the highlights of these activities include the spring banquet, University bowl competition, intramural competitions, and tent revival. Additionally, the USM produces the official Oakwood University newspaper, **The Spreading Oak**, and the official Oakwood University yearbook, **The Acorn**.

Regarding these student publications, Oakwood University accepts the concept that all campus publications operate primarily for the purpose of promoting academic excellence, respect for the rights of others, leadership training, cultural development, and self-expression. Thus, the University offers students the opportunity to become involved in the publication of **The Spreading Oak** and **The Acorn**. These two publications come under the direct supervision of their appointed faculty/staff advisors, the Director of Student Activities and the Vice President for Student Services. Each publication has an elected or appointed student editor who serves for a term of one academic year. Support staff is provided through the use of student volunteers. The role of the faculty/staff advisor is to give advice and counsel to the student editor regarding appropriate journalistic procedure, and to review and approve all final copy before publication. Because newsworthy events about campus life are matters of interest to the local community, and Oakwood University constituents, student publications may from time to time be reviewed by the official public relations office of the University, which is the Office of Public Relations.

As long as a person is a student of Oakwood University, his/her name is inextricably associated with the University. Since the University name is not to be used without permission, students are to make satisfactory arrangements with the Office of Public Relations before releasing for publication or broadcast any statement regarding themselves, the University, or any student activity.

Questions regarding the content of student periodicals (**The Spreading Oak** and **The Acorn**) should be directed to the student editor and specific faculty/staff advisor and the Director of Student Activities. In such matters, the Vice President for Student Services in consultation with the faculty/staff advisor, the Director of Student Activities, and the Office of Public Relations will review the item in question to determine its suitability for publication. The University reserves the

right to deny publication if it determines that the item clearly and distinctly damages the image, mission, or philosophy of the University as an Adventist academic community. Submissions for student publications should be directed to the appropriate editor with specified deadline dates.

The USM also serves as a liaison between the University administration and the student body, addressing problems and needs of the students at large. The officers are organized into two main groups – the executive officers and the senate. The executive officers are elected at the end of the previous school year into the positions specified in the constitution. The senate is elected at the beginning of each school year and consists of student representatives from each of the dormitories and the off-campus population. Now is the time to take advantage of the many fulfilling opportunities to serve within the USM, and become an active member of your student government.

OFFICE OF SPIRITUAL LIFE

The Office of Spiritual Life is committed to the spiritual nurture and character development of each student with the goal of 'developing servant leaders'. Although the scope of spirituality embraces the entire campus family, our primary goal is to nurture faith in the lives of our most precious and promising resource – our students. Through our Ministry of Service, we focused on the gospel through various outreach programs for spiritual enrichment. Such as; weekly Chapel services, Adventist Youth Society (AYS), Week of Prayer, Back to School Revival, residence hall worships, Student Missionary program, Chaplains Assistants and Sunday Evening Praise. The Office of Spiritual Life offers marriage/spiritual counseling in a gender sensitive confidential atmosphere and is responsible for the Chapel/Assembly programming.

The Oakwood University Chaplain is here to enrich your spiritual development by providing the following services:

- Spiritual counseling
- Grief counseling
- Dormitory visitations
- Hospital visitations
- Bible studies
- Preparation for baptism
- Temperament and/ or Spiritual Gifts Test
- Family communication liaison

Any spiritual issue that arise which require the services of the chaplain please contact us at The Office of Spiritual Life at (256) 726-7108.

Student Missionary

If you reside within the North American Division (NAD) and are a student at Oakwood University, you qualify to become a representative of OU by becoming a student missionary. The usual term is 10 to 12 months; application processing time can be up to 4 – 5 months. One of the benefits you will receive when you return is a $2,500 missionary scholarship. Take a look at our web: hesaidgo.net or send an email to Mrs. Celestine Robinson, Student Missionary Coordinator at oslife@oakwood.edu or call (256) 726-7018 for more information.

LITERATURE EVANGELIST TRAINING CENTER (LETC)

The LETC office is responsible for organization and supervision of campaigns for all conferences in America and overseas that sponsor Oakwood University students. We provide weekly spiritual training for student LE's by way of teaching the Christian principles of witnessing and selling. This training is designed to help the student to develop confidence, tact, and skill to address people and cope with problems that await them in the future. The LETC Office is a component of the Office of Spiritual Life.

OFFICE OF STUDENT EMPLOYMENT PROGRAM (OSE)

GOAL: The goal of the Office of Student Employment is to provide and develop employment skills and capabilities to enhance the growth of our students and provide financial assistance to accommodate our student's needs.

PURPOSE: The purpose of the Office of Student Employment at Oakwood University is to be committed to assisting our students with employment opportunities. The Student Employment Program at Oakwood University serves three purposes:

- to provide employment for students enabling them to earn a portion of their expenses and funds while pursuing a college degree;
- to enhance the educational development and growth of students by providing employment related learning experiences;
- to provide academically related employment experience which may be of value vocationally in post-college years

EMPLOYMENT TIME FRAME: Each semester the employment period begins the first official day of classes and ends the last day of final exams.

SEMINARS: Seminars are held throughout the year to provide opportunities for students to meet with professionals in their career fields, design job-search strategies, and learn of future career opportunities.

WORK-STUDY/FEDERAL WORK STUDY PROGRAM: Work Study/Federal Work Study Program provides opportunities throughout the school year for qualified students. Qualifications are determined through a calculation formulated by the Federal government in conjunction with the processing efforts of the Financial Aid Department. Students are placed in employment opportunities that allow them to gain valuable, hands-on experience, preferably, in their field of study.

JOB SEARCH OPPORTUNITIES: The Office of Student Employment assists students with employment search strategies, resume writing, interviewing techniques, and how and where to look for employment. As in the "Real World", a *first come first serve* mentality is adopted to reward those who display determination and responsibility.

For questions or comments about this information, please contact the Office of Student Employment at 256-726-7424.

OSE REQUIREMENTS FOR RECEIVING ON-CAMPUS EMPLOYMENT:

I-9 Form (also required by off-campus employers)

- **What is the purpose of an I-9?**

  The I-9 Form is an employment eligibility verification form approved by the Attorney General. To be allowed to work in the United States, a person must show proof of citizenship or government authorization allowing him/her to work. Ensuring a person's eligibility is an employer's responsibility. If the employer fails to show proof of an employee's eligibility to work in the United States, s/he may face fines and/or imprisonment, and the institution, i.e. Oakwood University, may receive financial penalties.

- **How do I complete an 1-9 Form?**

  Copies of the I-9 Form are available from the Office of Student Employment. First, you need to complete Part One and sign it. Then, show OSE personnel one (or more) of the following documents:

  1. United States Passport
  2. Certificate of United States Citizenship
  3. Certificate of Naturalization
  4. Unexpired foreign passport with attached Employment Authorization
  5. Alien Registration Card with photograph
  6. *OR* you can provide one document from each column

Column 1

1. A state-issued driver's license or a state-issued I.D. card with a photograph, and information including name, sex, date of birth, height, weight, and color of eyes
2. U.S. Military Card

Column II

1. Original Social Security Number Card (other than a card stating it is not valid for employment)
2. A birth certificate issued by a state, county or municipal authority bearing a seal or other certification
3. Unexpired INS Employment Authorization

The Office of Student Employment will then sign the I-9 Form certifying your eligibility.

- **Will I have to complete an I-9 Form every time I get a job?**

  As long as you work for Oakwood University you will **not** have to file an I-9 Form again. The I-9 Form you filled out once, regardless of your job or position, will remain on file in the office. Do expect to fill out an I-9 for each new company you become employed by.

W-4 Form

- **Why do I have to fill out a W-4?**

Complete Form W-4 so that Payroll can withhold the correct Federal income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.

A-4 Form

- **What is an A-4 form?**

  It is important to complete the Alabama State Tax form in order to assess the amount that will be withheld from your net income. All cash student must be positioned to pay Alabama state income tax due to state laws.

OFFICE OF PUBLIC SAFETY

INTRODUCTION

The mission of the Department of Public Safety is to enhance the spiritual, learning, living, working, and social experience at Oakwood University by protecting life, maintaining order, and safeguarding property. We fulfill this purpose by providing our campus community with a full range of services that meet the highest professional standards of public safety.

The department enforces a zero-tolerance towards violating state and local laws, and certain University regulations that include, but are not limited to traffic and parking violations, fighting, possession/use of illegal drugs, possession/use of alcoholic beverages, possession of weapons, domestic violence, sexual assault, theft, reckless conduct, etc.

Incidents that occur, no matter how small, should be reported directly to the Department of Public Safety by calling our 24-hour emergency number of (256) 726-7911 or 7371. Reports can also be filed at the main entrance gate 24-hours per day and at our headquarters building located on the corner of Oakwood Rd. & Faculty Rd during normal institution business hours.

CAMPUS SECURITY ACT

The Campus Security Act, also referred to as the Clery Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three (3) years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have "significant responsibility for student and campus activities;"
- Provide "timely warnings" notices of those crimes that have occurred and pose an ongoing "threat to students and employees;" and

- Disclose in a public crime log "any crime that occurred on campus…or within the patrol jurisdiction of the campus police or public safety department and is reported to the campus police or public safety department."

The Department of Public Safety is responsible for preparing and distributing this report. The department works with many other departments and divisions such as Student Services and Athletics, and with several external agencies such as the Huntsville Police Department and the Madison County Sheriff's Office to compile the information for this report.

We encourage members of the Oakwood University community to use this report as a guide for safe practices on and off campus. It is available electronically from the Public Safety page on the Oakwood University website (www.oakwood.edu). For a hard copy, please contact the Department of Public Safety at (256) 726-7371, or come by the headquarters office located on Oakwood Rd. and Faculty Rd. during normal business hours.

VEHICLES, TRAFFIC, AND PARKING

All motorized vehicles owned and/or operated on the University campus by students must be registered with the Department of Public Safety. Vehicles are to be registered during the semester registration process, and the decal issued must be properly affixed as directed. Vehicles purchased during the course of a semester must be registered within three (3) days of being brought on campus.

The following documentation is required for registering a vehicle:

- Valid state issued driver's license
- Vehicle registration/title
- Proof of liability insurance that meets minimum state requirements

The Department of Public Safety enforces University regulations and state laws pertaining to traffic and parking violations. Some of these regulations and laws are listed as follows:

(List of the regulations on page 37 & 38 of the Student Handbook with the exception of items 5 and 15)

Add the following and number in sequence:

15) All fines will be added to a student's account with the exception of fines for speeding and reckless driving. Fines incurred for speeding and reckless driving must be paid for in cash, and driving privileges are revoked until such payment is made. Future violations for speeding and reckless driving will incur increasing fines and disciplinary action up to and including suspension from the institution.

16) Vehicles are subject to being towed at the owner's expense for any of the following:

- Partially or fully blocking a roadway, driveway, entranceway, sidewalk
- Partially or fully blocking another vehicle that is properly parked
- Parking in a reserved parking space
- Parking on a sidewalk or grass
- Vehicles that do not display a valid parking decal
- Vehicles that display expired state registrations, or have expired or no license plates
- Vehicles that incur parking tickets that do not display a valid decal
- Vehicles that appear to be disabled (flat tires, grass growing under vehicle, damage rendering vehicle inoperable, etc)
- Vehicles that have the appearance of being used for salvage parts

- Vehicles that are in a state of being repaired inclusive of being raised on jacks, presence of vehicle parts in the immediate vicinity of the vehicle, etc.

17) Resident students under the age of twenty (20) are not allowed to operate or possess vehicles on campus during their freshman year.

Students have the right to appeal parking citations by filing an appeal with the Citation Appeal Committee within five (5) days. Appeal forms and an overview of the process can be obtained from the Department of Public Safety website (www.oakwood.edu) or by coming by the headquarters office located on Oakwood Rd. at Faculty Rd. There is no appeal for speeding and reckless driving.

Students desirous of storing vehicles on campus during the summer break, or for an extended period of time, must complete a waiver of liability form that can be obtained from the Department of Public Safety headquarters office.

SEVERE WEATHER & FIRE SAFETY

All students and parents are encouraged to sign-up with the Department of Public Safety's emergency text message and email notification system. Forms for enrolling in this program can be obtained from the department's website (www.oakwood.edu) or by coming by the headquarters office.

The emergency notification system, involving sending out alerts via text message and email, the campus CATV system, etc. will be activated under the following circumstances:

- When severe weather is threatened or is imminent
- In the event of a dangerous person being in the vicinity of the campus as reported to the Department of Public Safety by local law enforcement or media sources
- In the event of a critical incident such as a fire, active shooter, or any event that significantly impacts the operation and function of the institution

Updates and alerts involving severe weather and critical incidents will be disseminated to the campus community through the emergency notification system and via the following resources:

- Twitter – www.twitter.com/psafety
- Facebook – "Oakwood University – Department of Public Safety" group page
- 90.1 FM WJOU

Evacuations are mandatory for fire drills and during actual fires.

MISCELLANEOUS

Students are required to present a student identification card when instructed to do so by Public Safety officers at all entrances to the campus. This may include all occupants of vehicles that are attempting to enter campus.

Students are required to produce a student identification card when instructed to do so by Public Safety officers or any college official at any time while on campus.

Students are required to fully cooperate with the Department of Public Safety, as permitted by law, during the course of any investigation.

Students are required to fully cooperate with any staff, faculty, or administrative person when directed to evacuate or disperse.

When witness to a crime in progress all students have a lawful responsibility to report the criminal activity immediately to 911 if off campus, and if on campus 911 from any campus landline (911 will dial directly into the Public Safety Office).

When an alleged incident has occurred all students have a responsibility to report the matter as follows:

1. When the offender is a student, then the offended student shall report the matter to their hall director, or if a community student to the Vice President for Student Services.
2. When the offender is an employee or a non student of the University, the offended student should report the matter to the Office of Student Services.
3. The staff person or administrator who receives the report is to contact Public Safety immediately so that a formal report can be made and victim security can be coordinated if warranted. (This insures compliance with the Clery Act where the staff/administrator would be considered a "Reporting Authority" and is required by law to report the incident to Public Safety).
4. Public Safety will assist the victim in the filing of criminal charges if requested to do so.

LEGAL ISSUES

POLICY STATEMENT ON A DRUG-FREE CAMPUS

Oakwood University is committed to providing a drug-free workplace for its faculty, staff and students. Therefore, the University reserves the right to suspend, expel, or dismiss any student found in violation of University regulations regarding substance abuse. The Drug-Free Workplace Act of 1988 requires Oakwood University in Huntsville, AL, to provide the following statement of the University's Drug-Free Workplace Policy to all persons employed by the University.

1. It is forbidden to manufacture, distribute, sell, possess, or use any controlled substance unlawfully in the University workplace.
2. The term "controlled substance" means any drug listed in the federal statutes and regulations and includes, but is not limited to, heroin, marijuana, cocaine, LSD, PCP, and "crack." The term includes "legal drugs" when not prescribed by a licensed physician.
3. Additionally, included within the parameters of these guidelines are alcoholic beverages such as beer, liquor, wine, drug paraphernalia and any substance represented to be a drug.

The following sanctions shall be imposed for violation of the policy:

1. Any of the disciplinary actions described in the Oakwood University Faculty, Staff and Student Handbooks up to and including immediate dismissal.
2. Any person employed by Oakwood University must, as a condition of employment:
    a. Abide by the University's Drug-Free Workplace Policy
    b. Notify the University, through its Department of Human Resources, within five (5) days of his or her conviction under criminal drug statute for a violation occurring in the University workplace. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in state or federal court.
3. Oakwood University will provide drug-free awareness programs, as well as make available counseling and treatment services through its counseling office and other agencies in the Huntsville area.

Oakwood University Counseling Center

Mandatory Alcohol or Other Drug Referral Process

Part A

Oakwood University has developed a set of corrective measures, which will be taken when a student is suspected of using alcohol, tobacco, illegal drugs or the misuse prescription drugs. Continued enrollment at Oakwood University is dependent upon the student's compliance to the Drug-Free Campus Policy. The following responsibilities will ensure prompt identification, notification, evaluation and follow-up.

Resident Assistant's responsibilities:

- Confront the student regarding the incident immediately.
- Contact the Residence Hall Director or Public Safety immediately.
- Secure all evidence (involve security as required, never handle or move contraband, avoid handling paraphernalia like syringes, etc.)
- Make sure incident is kept confidential from those who have no need or right to know.

Residence Hall Director's Responsibilities

At initial meeting at the time of the incident:

- Conduct a safety check
- Secure all evidence (involve security as required, never handle or move contraband, avoid handling paraphernalia like syringes, etc.) Take Pictures.
- Make sure Public Safety has been contacted
- Complete an incident report
- Contact HEMSI for ambulance transport to the hospital in severe cases
- Request that the student informs his/her parent(s) within 24 hours and that the parent(s) call to confirm.
- Obtain blood alcohol content/urine specimen through Student Health Services or other means (if applicable). Students are responsible for all medical and laboratory charges incurred.
- Receive a written statement from the student telling about the incident (e.g., when, how much was used, where) and confirming blood alcohol content (if applicable).

By the following day these items should be completed by the Residence Hall Director:

- Refer to the Counseling Center. Explain to the student:
  1. That an appointment must be made before the end of the next business day.
  2. That he/she should plan to follow the recommendations of the Counseling Center staff.
  3. That there will be consequences for failure to comply.
- Complete the Counseling center Referral Form along with the Release of Information Form. Other information pertaining to the circumstances of the referral (e.g., incident reports) should also be sent to the Counseling Center.
- Check with the student by the end of the next business day to determine his or her compliance.
- Check with the student regarding any missed appointments and laboratory analysis results.
- Report failure(s) of compliance to the Assistant Vice President for Student Services.
- Make sure incident is kept confidential from those who have no need or right to know.

Student's responsibilities:

- Submit to Breathalyzer or urinalysis or other drug test if requested by the Residence Hall
- Director, the Assistant Vice President for Student Services, or Counseling Center staff.
- Write a statement of the incident (e.g., when, how much was used, where) at the time of the initial meeting with the Residence hall director.
- Sign the Release of Information Form for the Counseling Center (and any other treatment center involved).
- Inform parents within 24 hours.
- Make an appointment with the Counseling Center by the end of the next business day.
- Meet with the Counseling Center and/or other designated treatment center personnel in order to complete an assessment.
- Follow-up as recommended (may include scheduling changes to accommodate appointment, charges for substance abuse treatment and/or drug test, or provision of own transportation to 12-step meetings.)

Counseling Center staff responsibilities:

- Meet with the student to conduct a preliminary assessment and/or refer to a substance abuse program for an assessment as deemed necessary.
- Coordinate treatment services if another center is involved in treatment.
- Inform Residence hall director of the following:
    1. Any missed appointments
    2. Assessment outcome and recommendations (written)
    3. Continuing progress or completion of services
- Provide services (e.g., individual counseling, substance abuse education) and/or refer to a substance abuse treatment center or other service as appropriate.

Part B

Treatment recommendations will depend upon the assessment outcome, and are determined on a case-by-case basis. The University may choose to discipline the student with sanctions up to and including dismissal. Following are the assessment categories and their usual treatment recommendations:

A. **Occasional social or experimental use:** The student will attend weekly counseling and education sessions for 7 weeks, and attend three meetings of Alcoholics Anonymous (AA), Narcotics Anonymous (NA), or other substance abuse prevention support group approved by the University. Students who have a more significant problem, or have significant problems surface during assessment, may benefit from counseling more than information; thus counseling may involve a longer period of time.

B. **Substance abuse, or problematic use, which has not yet developed to dependency:** The student will be referred to a community based intensive outpatient educational/treatment program at his or her expense. Oakwood University Counseling Center will follow-up on that program's discharge recommendations. Such follow-up may include individual counseling with the Oakwood University Counseling Center staff as well as regular substance abuse prevention support group attendance.

C. **Chemical dependency:** The student will be asked to withdraw from Oakwood University for at least one semester and seek appropriate inpatient treatment to establish a solid recovery program. Upon readmission to Oakwood University, the student and his/her parents (as appropriate) must sign a contract of commitment to his/her ongoing recovery program, which may involve counseling, AA/NA, and/or attendance at some other substance abuse prevention support group approved by the University. The student should be prepared to participate in spot-checking by laboratory analysis when requested to do so by the Residence hall director, the Assistant Vice President for Student Services, or other personnel involved in treatment.

If the student fails to comply with the drug and alcohol assessment, any part of the treatment recommendations, or returns to use, he or she may be required to withdraw from school immediately.

Students will be encouraged to make recovery their highest priority and return to campus **only** after at least one semester of intensive recovery work. Before re-applying to Oakwood University, they will need to provide a written program review from the treatment facility and a statement of compliance with the recovery program plan. Students who have had chemical dependency treatment can expect to be in contact with the Counseling Center and comply with the requirements for abstinence throughout their time at Oakwood University.

Part C

If a student approaches a faculty/staff member or a resident assistant, requesting assistance with an alcohol or other drug problem, those individuals' responsibilities are as follows:

- Ask the student to contact the Counseling Center staff before the end of the next business day.
- Inform the student that he/she will need to sign a Release of Information Form with the
- Counseling Center in order to assure the faculty/staff member/R.A that he/she is receiving help and to allow the faculty/staff member/R.A. to be a part of the helping process.
- Inform the student that failure to meet with his/her appointments or to comply with the treatment recommendations will obligate the faculty/staff member/R.A. to notify the appropriate University Official who will then approach the problem as a mandated referral (as described in parts A and B above).

OAKWOOD UNIVERSTY HARASSMENT POLICY

OBJECTIVE: Oakwood University is committed to providing a workplace free of unlawful harassment and discrimination affecting employees of the University, students or members, of the public.

Harassment Prohibited: Federal law and this policy prohibit harassment and discrimination based on one's sex, race, color, age, national origin, disability, or veterans' status. Prohibited behavior includes, but is not limited to, the following:

A. Conduct or language derogatory to race, color, religion, national origin, sex, age, disability, or veteran status, including jokes, pranks, or epithets.
B. Written or graphic materials that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, national origin, sex, age, disability, or veteran status that is placed on the walls or bulletin boards or otherwise circulated in the workplace.
C. Verbal or physical conduct of a sexual nature in which a submission or rejection of such conduct is used as the basis for any decision with regard to the harassed individual.
D. Unwelcome sexual advances or touching; requests for sexual favors; sexual jokes, comments, or innuendoes; other conduct of a sexual nature which a person might find offensive; hazing horseplay, or practical jokes based on an individual's sex; and visual materials such as posters, cartoons, calendars, or picture of a sexual nature or depicting partially clad or nude individuals.

Definition of Terms contained in Criminal Code of Alabama

Domestic Violence – any incident resulting in the abuse, assault, harassment, or attempt or threats thereof, between family, household, or dating or engagement relationship members

Harassment – The striking, shoving, kicking, or otherwise touching or making physical contact in this regard to another for the purpose of harassing, annoying or alarming; and/or directing abusive or obscene language or making an obscene gesture towards someone for the purpose of harassing, annoying, or alarming.

Sexual Misconduct – Committing sexual abuse, sexual assault, sexual conduct, sexual contact and sexual excitement as defined by state law as contained in the Criminal Laws of Alabama, sections 38, 15, and 13A.

Rape – engaging in sexual intercourse with a member of the opposite sex by forcible compulsion

PROCEDURES FOR DEALING WITH DOEMESTIC VIOLENCE HARASSMENT AND SEXUAL MISCONDUCT

Harassment and Sexual Misconduct

Informal

The offended student shall report the matter to A or B below, if the offender is a student. If the offender is an employee of the University, the offended student should report the matter to the Vice President for Student Services or designate.

A. On campus students shall report this to the Residence Hall Director.

1. The Residence Hall Director and or Director of Residential Life, in consultation with the Assistant Vice President for Student Services will take action to clarify the situation, explain University policy, and enlighten the offended student regarding the informal procedures for filing such complaints.
2. If the student wishes to settle the matter informally, the Residence Hall Director and or Director of Residential Life, in consultation with the Assistant Vice President for Student Services, shall arrange a meeting with a counselor from the Department of Health and Counseling Services who will act as a mediator.
3. The mediator shall meet with the offended student, discuss the situation, and note pertinent details, including the name of the offending party.
4. The mediator shall arrange a meeting with the offending party to discuss the matter and work toward a reconciliation of the parties.
5. If agreed, all parties shall meet together to effect the reconciliation. A written guarantee shall be given by the accused not to repeat the offensive behavior with the offended party or with anyone else as long as he or she is matriculating at the University.
6. The written guarantee shall be placed in the offending student's file in the Office of Student Services to be used only as evidence where similar behavior is manifested in the future.

7. If subsequent harassment behavior should occur, the offending student shall be referred to the Assistant Vice President for Student Services for appropriate action.
8. If during step (5) the accused denies complicity in the matter and refuses to accept responsibility, the mediator shall recommend formal procedures.

B. Off campus students shall report to the Office of Student Services or Public Safety Office.

Formal

1. The offended student shall lodge a complaint with A or B below.
   A. Residence Hall Director if an on-campus student.
   B. The Vice President for Student Services or designate for off-campus student.
2. The Residence Hall Director in consultation with the Assistant Vice President for Student Services, shall hear the case, note pertinent details, and explain fully the University's policy as it relates to the issue. In matters of sexual misconduct, the offended student shall be informed of the option of pressing legal charges against the accused.
3. If legal charges are brought, the University may place the accused on Citizenship Probation until the case has been fully adjudicated.
   A. If convicted, the accused shall be expelled from the University.
   B. If acquitted, the accused shall be fully reinstated as a matriculating student with all the rights and privileges pertaining thereto. (The reinstatement of the vindicated party shall be published for the benefit of the University Community.)
4. If the offended student declines and/or refuses to pursue legal charges against the offender, he/she shall write a formal complaint and submit it to the Assistant Vice President for Student Services.
5. Upon receiving the complaint, the Office of Student Services, in collaboration with the University President, will appoint a committee to investigate the complaint and make recommendations for its appropriate disposition.
6. The accused shall be presented with a copy of the complaint and required to submit a written response within 24 hours.
7. The committee shall study the documents in hand, note any discrepancies in the narratives, and take steps to clarify any questions that may arise. This may include meeting with the antagonists separately, together, or with any witnesses until the complaint has been investigated to the committee's satisfaction.
8. If the committee vindicates the accused, the Assistant Vice President for Student Services shall proceed according to Step 3, parts b and c as stated above.
9. If the committee finds that the accused is indeed guilty as charged, the Assistant Vice President shall proceed to implement the sanction(s) as stipulated by the policy and/or in accordance with the decision9s) of the committee. These sanctions include but are not limited to, expulsion and/or dismissal.
10. The findings of the committee shall be documented in a formal report addressed to the Vice President for Student Services. Copies shall be sent to the President of the University and to each of the parties in the dispute.
11. If the committee finds that the accused is indeed guilty as charged, the Assistant Vice President for Student Services shall proceed to implement the sanction(s) as stipulated by the policy and/or in accordance with the decision(s) of the committee. These sanctions include, but are not limited to, expulsion and/or dismissal.

Sexual Assault

> **Sexual assault** is defined as the intentional and unwelcome touching of an individual's intimate parts or the intentional touching of the clothing covering the intimate parts, accompanied by use of force, the threat of force, or coercion. "Intimate parts" includes the primary genital area, groin, inner thigh, buttocks or breast of an individual.

All allegations of sexual misconduct including sexual assault should be immediately reported to the University Department of Public Safety and will be processed according to required federal, state and local guidelines. The university will also process reported sexual misconduct allegations according to appropriate Student Code of Conduct guidelines.

PROTECTION OF VICTIM AND ACCUSED

When investigating an alleged incident particularly of Domestic Violence, Harassment, and Sexual Misconduct, it shall become necessary to take precautions to protect those persons involved in the alleged incident.

Protection of victim and supporting witnesses:

- Investigation shall be initiated with the knowledge of the victim who shall be informed of steps taken during the investigation.
- Reasonable action shall be taken to assure that the victim and witness suffer no retaliation as a result of their involvement.
    1. Incident shall be kept in the utmost confidentiality
    2. All parties involved shall be closely monitored and supervised (students shall be required to report their whereabouts to the residence hall director on duty).

Protection of the accused

At the time of the incident, as well as during the investigation, the accused shall be informed of the allegations, the extenuating circumstances, and the identity of the victim and the witnesses.

- The confidentially of the accused shall be sustained.
- The accused shall be given ample opportunity to prove whether the allegations are just or unjust.
- In the event that the allegations are unsubstantiated, reasonable steps shall be taken to restore the reputation of the accused if damages are incurred.
- A person found to have been intentionally dishonest and/or malicious in making allegations shall be subject to University discipline.

Protection of both parties:

- To the extent possible, the investigation shall be conducted in such a way as to protect the confidentially and interest of both parties.
- When the investigation has been completed, both parties shall be informed of the facts made known during the course of the investigation. Also, both parties shall be informed within thirty (30) days regarding the disposition of the case.

SANCTIONS

1. Depending on the severity of the sexual offense, a student found in violation of university, Federal or State policy will receive appropriate disciplined which could include expulsion and/or dismissal.
2. An employee found in violation of university, Federal or State policy will be disciplined according to employee handbook guidelines which could include termination of employment.

Intellectual Property Policy

Oakwood University's (the "University") primary mission lies in the creation and dissemination of knowledge in the works of the intellect in whatever medium they are embodied or expressed. This policy recognizes and acknowledges that intellectual property rights may arise in such works from time to time as a result of efforts by members of the Oakwood University community. This policy addresses issues of ownership and management of patents, copyright and trademarks, and applies to all faculty, employees and students of the University.

PATENT POLICY

A. Purpose

In view of the far-reaching research at the University, it is inevitable that new discoveries and inventions will be made. The members of the Oakwood University Board of Trustees (hereinafter referred to as the Board) recognize the importance of obtaining the greatest public benefit and usefulness from the products of the University's scientific research and inventiveness, and that the protection and control provided under patent laws or other legal means for the protection of property rights may be necessary to obtain this goal. It is further recognized that employees of the University need assistance in determining and evaluating patentability and in prosecuting patent applications for or otherwise protecting inventions made by them. Furthermore, many such inventions involve equities beyond those of the inventor since the use of University facilities, the assignment of duties as a condition of employment, and the use of research funds with contractual obligations regarding patent rights give rise to questions concerning the rights and equities of all concerned. The purpose of this patent policy is to establish a mechanism to serve the public benefit and interest, to determine and apprise all concerned parties of relative rights and equities, to facilitate patent applications, the licensing of inventions, the equitable distribution of any royalties or other financial returns, to provide necessary uniformity in patent matters, and to provide for adequate reporting of patent activities.

B. Policy and Procedure

1. It shall be the policy of the Board to encourage the concept that patentable inventions produced at the University shall be used for the greatest possible public benefit and to provide every reasonable incentive to the faculty, students and staff for the disclosure, evaluation and dissemination of such inventions. When University support makes the research effort possible or when it provides support for the development of a patentable invention, it is reasonable for the University to participate in the fruits of such development, including reimbursement for its costs. To that end, the University encourages the procurement of patents for such inventions and the licensing or other commercialization thereof in the interest of the public, the inventor, and the University.
2. This patent policy of the University, as amended from time to time, shall be deemed to be

a condition of employment and contractual obligation, both while employed and thereafter, of every employee of each campus, including student employees, and a condition of enrollment and attendance and contractual obligation, both while in attendance and thereafter, by every student at each campus.

3. An invention or discovery (1) which is the result of research carried on by or under the direction of an employee of a campus of the University and/or having the costs thereof paid from funds provided by, under the control of or administered by a campus of the University, or (2) which is made by an employee of a campus of the University and which relates to the employee's field of work, or (3) which has been developed in whole or in part by the utilization of resources or facility belong to a campus of the University, shall be the property of the applicable campus of the University unless there is a written agreement between the university and the employee specifying alternate distribution of ownership. The applicability of the above-stated criteria to any invention or discovery will be determined at the sole discretion of the President of the University or his/her designee.

4. As a condition of their employment by or enrollment at a campus of the University, each faculty member, employee and student agrees that he/she shall be contractually bound by this patent policy and shall report to the officer or non-profit organization so designated by the President of the University to manage an commercialize such inventions and discoveries, any invention or discovery which such faculty member, employee or student has conceived, discovered, developed and/or reduced to practice by them or under their direction at any time following their initial appointment by, employment by, or enrollment with the University. All inventions and discoveries that meet the criteria of B.3. shall be automatically assigned to the University for the benefit of the University immediately upon creation or discovery or reduction to practice of the invention or discovery. The President of the University is authorized to further assign any invention or discovery it is deemed to own pursuant to this policy to a designated nonprofit organization established for the benefit of the respective campus of the University, which said assignment shall be conditioned on full compliance with this policy, regulations promulgated hereunder by the Board or by the President of the University, and appropriate state and federal law.

5. If the invention or discovery is one which is determined to be owned by the University, the President of the University or his/her designee shall further evaluate the invention or discovery and determine if and how best to develop, commercialize and protect the invention as he/she deems appropriate, including, but not limited to, applying for patent protection, or requesting further development of the invention or discovery. In making this determination, the benefits that might accrue to the University and the inventor(s) shall be considered. The designee shall act promptly in carrying out these duties so that the rights of the inventor(s) and the University may be protected.

6. If it is determined that the invention or discovery is one which is owned by the University pursuant to this policy but is one in which the University has no interest in retaining ownership, the University (or the non–profit organization to which an invention may have been assigned in accordance with the terms of this policy) may, but is under no obligation to, release its ownership rights to the inventor(s) on terms and conditions determined by the President or his/her designee, subject to any third party rights.

7. In consideration of the automatic assignment of ownership set forth in this policy, the

President or its designee is authorized to pay to the inventors, their heirs or assigns, a percentage of the royalties, fees, or other financial returns received by the University (or the non–profit organization to which an invention may have been assigned in accordance with the terms of this policy) from such invention after a deduction of fifteen percent (15%) thereof for overhead costs, plus a deduction for costs of patenting and protection of intellectual property rights and any unusual expenses paid by the University or its non-profit designee or the inventor (which have been approved by the University or its non-profit designee). The President of the University of his/her designee shall be responsible for the development of a policy governing the percentage of royalties, fees, and other financial returns on an invention paid to the inventor and governing the internal distribution of the University's share of such financial returns.

8. It is understood that many research contracts, grants, and consulting agreements from or with the United States Government or its agencies, corporations, or individuals contain ownership of intellectual property clauses that may be at variance with this policy but which, if agreed to, require compliance. Such documents which are at variance with this policy may be referred to the appropriate designated officer of the campus for recommendations prior to approval.

COPYRIGHT POLICY

A. Purpose

The University is dedicated to instruction, research and service to benefit society and encourages its faculty, staff and students to carry out scholarly endeavors in an open and free atmosphere, and to publish the results of such work without restraint, consistent with applicable law and policy. The University is committed to complying with all applicable laws regarding copyright. The purpose of this policy is to clarify individual rights and institutional rights associated with ownership of copyrights and with the distribution of benefits that may derive from the creation of various types of intellectual property. This policy applies to creators of copyrightable works, whether such creators are University faculty, staff or students.

B. Policy and Procedure

1. It shall be the policy of the Board to encourage the concept that patentable inventions produced at the University shall be used for the greatest possible public benefit and to provide every reasonable incentive to the faculty, students and staff for the disclosure, evaluation and dissemination of such inventions. When University support makes the research effort possible or when it provides support for the development of a patentable invention, it is reasonable for the University to participate in the fruits of such development, including reimbursement for its costs. To that end, the University encourages the procurement of patents for such inventions and the licensing or other commercialization thereof in the interest of the public, the inventor, and the University.

2. This patent policy of the University, as amended from time to time, shall be deemed to be a condition of employment and contractual obligation, both while employed and thereafter, of every employee of each campus, including student employees, and a condition of enrollment and attendance and contractual obligation, both while in attendance and thereafter, by every student at each campus.

3. An invention or discovery (1) which is the result of research carried on by or under the

direction of an employee of a campus of the University and/or having the costs thereof paid from funds provided by, under the control of or administered by a campus of the University, or (2) which is made by an employee of a campus of the University and which relates to the employee's field of work, or (3) which has been developed in whole or in part by the utilization of resources or facility belong to a campus of the University, shall be the property of the applicable campus of the University unless there is a written agreement between the university and the employee specifying alternate distribution of ownership. The applicability of the above-stated criteria to any invention or discovery will be determined at the sole discretion of the President of the University or his/her designee.

4. As a condition of their employment by or enrollment at a campus of the University, each faculty member, employee and student agrees that he/she shall be contractually bound by this patent policy and shall report to the officer or non-profit organization so designated by the President of the University to manage an commercialize such inventions and discoveries, any invention or discovery which such faculty member, employee or student has conceived, discovered, developed and/or reduced to practice by them or under their direction at any time following their initial appointment by, employment by, or enrollment with the University. All inventions and discoveries that meet the criteria of B.3. shall be automatically assigned to the University for the benefit of the University immediately upon creation or discovery or reduction to practice of the invention or discovery. The President of the University is authorized to further assign any invention or discovery it is deemed to own pursuant to this policy to a designated nonprofit organization established for the benefit of the respective campus of the University, which said assignment shall be conditioned on full compliance with this policy, regulations promulgated hereunder by the Board or by the President of the University, and appropriate state and federal law.

5. If the invention or discovery is one which is determined to be owned by the University, the President of the University or his/her designee shall further evaluate the invention or discovery and determine if and how best to develop, commercialize and protect the invention as he/she deems appropriate, including, but not limited to, applying for patent protection, or requesting further development of the invention or discovery. In making this determination, the benefits that might accrue to the University and the inventor(s) shall be considered. The designee shall act promptly in carrying out these duties so that the rights of the inventor(s) and the University may be protected.

6. If it is determined that the invention or discovery is one which is owned by the University pursuant to this policy but is one in which the University has no interest in retaining ownership, the University (or the non–profit organization to which an invention may have been assigned in accordance with the terms of this policy) may, but is under no obligation to, release its ownership rights to the inventor(s) on terms and conditions determined by the President or his/her designee, subject to any third party rights.

7. In consideration of the automatic assignment of ownership set forth in this policy, the President or its designee is authorized to pay to the inventors, their heirs or assigns, a percentage of the royalties, fees, or other financial returns received by the University (or the non–profit organization to which an invention may have been assigned in accordance with the terms of this policy) from such invention after a deduction of fifteen percent (15%) thereof for overhead costs, plus a deduction for costs of patenting and protection of intellectual property rights and any unusual expenses paid by the University or its non-profit designee or the inventor (which have been approved by the University or its non-profit designee). The President of the University of his/her designee shall be responsible for the

development of a policy governing the percentage of royalties, fees, and other financial returns on an invention paid to the inventor and governing the internal distribution of the University's share of such financial returns.

8. It is understood that many research contracts, grants, and consulting agreements from or with the United States Government or its agencies, corporations, or individuals contain ownership of intellectual property clauses that may be at variance with this policy but which, if agreed to, require compliance. Such documents which are at variance with this policy may be referred to the appropriate designated officer of the campus for recommendations prior to approval.

COPYRIGHT POLICY

A. Purpose

The University is dedicated to instruction, research and service to benefit society and encourages its faculty, staff and students to carry out scholarly endeavors in an open and free atmosphere, and to publish the results of such work without restraint, consistent with applicable law and policy. The University is committed to complying with all applicable laws regarding copyright. The purpose of this policy is to clarify individual rights and institutional rights associated with ownership of copyrights and with the distribution of benefits that may derive from the creation of various types of intellectual property. This policy applies to creators of copyrightable works, whether such creators are University faculty, staff or students

B. Ownership

Ownership of the various rights associated with copyright is dependent upon several factors, listed below. As a general rule, creator(s) retain all rights to copyrightable works, unless subject to the conditions discussed in this section.

1. **Individual Efforts:** The copyright in a copyrightable work produced by faculty, staff or students on their own initiative shall be the exclusive property of such individual(s) unless the work was specifically commissioned or assigned (refer to Section 1), or unless the work was prepared under the terms of a contract or grant, or unless preparation involved substantial use of University resources. Except in the cases covered in paragraphs 2 through 5 below, the ownership of books, scholarly articles/monographs, trade publications, maps, charts, articles in popular magazines and newspapers, novels, nonfiction works, supporting materials, artistic works, syllabi, lecture notes, and like works will reside with the creator(s) and any revenue derived from their work will belong to the creator(s).

2. **University Assigned Efforts:** The copyright in a copyrightable work prepared by faculty, staff or students in the course of their regular employment duties or by special direction or commission shall be the property of the University. Such condition of employment or such directions shall be in writing and shall be agreed to in advance by both the University and the individual. A faculty member's general obligation to produce scholarly and creative works does not constitute a University assignment in the context of this paragraph. Works created by students in the normal course of their coursework, such as a term paper, thesis/dissertation

or similar scholarly work, does not constitute a University assignment in the context of this paragraph. A copyright agreement providing for the sharing of royalties, as discussed later in this policy may, at the discretion of the University, be entered into by the University and the individual in regard to the work.

3. **Sponsor Supported Efforts:** Copyright ownership in copyrightable materials developed during work supported partially or in full by an outside sponsor, through a contract or grant with the University, is determined by the applicable provisions of such contract or grant. In the absence of any governing provision, the ownership of any copyright shall be determined in accordance with paragraphs 1, 2, 4 or 5 herein.

4. **University-assisted Individual Efforts:** A copyrightable work that is developed with substantial use of University resources and is not sponsor-supported shall be the property of the University. Substantial use of institutional resources may include the commitment of staff, faculty or material support in the creation of the copyrightable work, but does not include the ordinary use of the University's libraries, faculty time, faculty offices, departmental office equipment, routine secretarial support or University owned personal computers.

5. **Distance Learning:** With respect to distance learning materials, ownership of such materials shall be determined in accordance with the provisions of paragraphs 1 through 4 above.

6. **Shop Rights:** "Shop Rights" means a non-exclusive, non-transferable, royalty-free license to reproduce, distribute, publicly perform, publicly display, or make derivative works of the copyrighted work, for educational or research purposes only. Except for textbooks and articles published in scholarly journals, the University shall have shop rights to copyrighted materials developed by its faculty, staff and students, pursuant to paragraph 1 above, and faculty, staff and students of the University shall have shop rights to copyrighted materials owned by the University, pursuant to paragraphs 2 and 5 above; provided, however, that no faculty, staff or student shall use any shop rights hereunder in competition with the University while such individual is employed by the University.

C. Disclosure

There is no mandatory disclosure requirement for works created by faculty, staff or students for works that meet the criteria set for in paragraph 1 above. For works that meet the criteria set forth in paragraphs 2, 3 or 4, the creator must disclose the existence of the work during or immediately after its creation. Disclosure shall be made in writing to the President of the University or his/her designee. If any questions exist regarding whether disclosure is required, contact the President of the University or his/her designee.

D. Commercialization/Distribution of Net Revenues

All costs and revenues from the commercialization of any intellectual property hereunder, owned by the University, shall be distributed in accordance with the University's Patent Policy. Nothing contained in this policy shall be construed to supersede the University's Patent Policy, and the

terms of the University's Patent Policy shall control in the case of any conflict between that Patent Policy and the Copyright Policy.

TRADEMARK POLICY

A. Purpose

In order to comply with and assure protection under federal trademark law, Title 15, U.S.C., section(s) 1051 et seq., the University is required to monitor all uses of its trademarks. The purpose of this policy is to provide information and guidelines to the university community regarding the use of the University's trademarks. The overall purpose of the licensing program is to protect the University's trademarks and to promote the University.

B. Who Should Use This Policy

This policy applies to faculty, staff, students, academic departments, ad hoc groups, administrative divisions/departments, alumni organizations, informal groups and student organizations.

C. Definitions

1. **Trademarks:** A trademark (including a service mark) includes any word, name, symbol or device, or a combination of them, used to associate goods (or services) with a particular entity and to distinguish them from the goods (or services) of others. A trademark may only be used by or with the consent of the owner thereof. The University's trademarks include, but are not limited to: the words "Oakwood University," "Oakwood University Education Excellence Eternity," the Oakwood University watermark; the official seals of the University; and all current and future trademarks, service marks, watermarks, designs or logos used by the University. The University asserts ownership over its name and any other mark, logo, insignia, seal, crest, design, symbol or any combination of these that have come to be associated with the University
2. **Licensing/Licensee:** Licensing is the process of obtaining legal permission through a contract for the right to use someone's trademarks. An individual or company who enters into such an agreement is referred to as a licensee.

D. Guidelines for Using Trademarks

The University's trademarks are intended to present a positive image of the university. The University's trademarks are not to be used in the name of a business, logo, in advertising services or on a product in a way that could state or imply an endorsement. The University's trademarks are not to be used in any way that will discriminate against any persons or groups based on age, ancestry, belief, color, creed, disability, national origin, race, religion, sex, sexual orientation or veteran status, or in any other way that would be a violation of the university's anti-discrimination policies.

1. **Approval**

   The use of any University trademark by student organizations or groups or any third party (unless approved by the University) must be approved in writing by the President or his or her designee prior to production of each item. The use of the University's trademarks on consumer goods produced, ordered or sold by units of the University must be approved in writing by the President or his or her designee prior to production of each item. Items

include, but are not limited to, brochures, binders, T-shirts, coffee mugs, tickets, balloons, uniforms, booths and exhibits. Written approval is required for each specific use.

Approval to use the design for one application, e.g., T-shirts, does not grant someone permission to change the design even slightly for reuse or to apply it to another item, such as a coffee mug, without seeking additional written approval. Using a trademark on items such as letters or memos does not require permission from the University. The University reserves the right to approve or disapprove any use of the trademarks, even if not explicitly prohibited by this policy or these guidelines.

OAKWOOD UNIVERSITY SONG

ALMA MATER

Our dear Oakwood within whose vale
Thy standards will not fail,
Our hearts are filled with wondrous cheer
When thoughts of thee draw near
We love thy pines, thy elms, thy oaks,
And campus always green;
Thy many flowers and distant mounts,
Form one impressive scene.

CHORUS

To thee, our dear Oakwood,
To thee we shall ever sing;
For decades thou hast stood
Thy name should ever ring.

Here we've spent our happy days,
So we love to sing thy praise;
And wherever we may be,
We'll always be true to you,
Our worthy dear old O.U.

Words and Music
O.B. Edwards

Arranged By
H.L. Anthony