

# **THE OAKS SCHOOL OF LEADERSHIP**

## **PURPOSE**

The Oaks School of Leadership exists to train leaders for ministry.

## **VISION**

The Oaks School of Leadership creates an innovative culture that releases elite leaders to fulfill God's highest purposes.

## **CORE VALUES**

The Oaks School of Leadership develops leaders who...

Follow well

Love God and others deeply

Build healthy relationships

Develop disciplines

Learn through life

Live with excellence

Discover purpose

Realize potential

Follow the Spirit

## WHO TO SEE AT OSL

Attendance	Attendance & Ministry Coord. >>Community Life Director
Housing Concerns	RA >> Dorm Pastor >> Community Life Director
Lost and Found	At the dorms: Head RA
	At Oaks Campus: Community Life Director
Maintenance Needs	Head RA >> Dorm Pastor >> Community Life Director
Tutoring	Academic Ministry Associate >> Academic Director
Signs and Posters in dorm	Head RA >> Community Life Director
Withdraw from classes	Academic Director
Withdraw from school	OSL Director

## STUDENT LEADERS

### RESIDENT ASSISTANTS

Guys 2 <sup>nd</sup> Resident Assistant/Head RA	James Wilson
Guys 1 <sup>st</sup> Resident Assistant	Matthew Newell
Girls 2 <sup>nd</sup> Resident Assistant	Kasie Todd
Girls 1 <sup>st</sup> Resident Assistant	Marianne Porzio

### MINISTRY ASSOCIATES

#### OSL Ministry Associates

Spiritual Formation MA	James Wilson
Academic MA	Natalie Baumann
Community Life MA	Kasie Todd
MA to the Director	Lawrence Lowe
Recruitment MA	Megan Murray

#### The Oaks Ministry Associates

Missions MA	Kelsey DeSchepper
Pastoral MA	Kim Graber
Gathering MA	Matt Newell
Media Service Production MA	Ezequiel Pardo
Worship MA	David Belt
Studio Coordinator	Whitney Barth
Assistant Studio Engineer	Tory Cooper
Elementary Kids MA	Chase Carpenter
Kids Volunteer Relations	Lindsey Hellerman
Kids Creative Arts	Connor Mironowski
Seven Large Event Coordinator	Aaron Koon
Seven Missions Coordinator	Jason Crawford
Seven Spiritual Formation Coordinator	Amanda Schreck

## STANDARD PROCEDURES AND GUIDELINES

The following is a list of guidelines we ask Oaks School of Leadership students to observe. Please note this is in addition to the rules and guidelines established in the SAGU student handbook. Please familiarize yourself with these guidelines at [www.sagu.edu.studentservices/student-handbook.pdf](http://www.sagu.edu.studentservices/student-handbook.pdf). We want this to be the most incredible season of your life, so these guidelines have been created in your best interest.

This is your opportunity to maximize your full potential. We want this to be the most incredible period of growth in your life. Ministry opportunities are available nearly every day, therefore, students at OSL are considered available for ministry **24 hours a day, 7 days a week**.

### CHAPEL CODE OF CONDUCT

Weekly chapel services are an essential part of OSL's community. The possibilities are unlimited when students gather together with one heart to hear the message of God's word, worship the living God in Spirit and truth, and respond to His will for their lives. A number of students have had life-changing moments with God in chapel services, and it has proven to be a great time of corporate guidance, education, and challenge from God. An important part of preparation for ministry is the development of attitudes, practices, and behaviors appropriate for corporate worship with other Christians. Scripture emphasizes the importance of this with the exhortation,

"Therefore, my brothers, be eager to prophesy, and do not forbid speaking in tongues. But everything should be done in a fitting and orderly way."  
(1 Corinthians 14:39-40 NIV).

To ensure a reverent atmosphere in which God can do what He desires through the power of the Holy Spirit, the following Code of Conduct for chapel at OSL will be enforced.

1. Come with an open mind and a heart expecting to receive spiritual nurture and challenge.
2. Bring your Bible and take chapel notes as this is a sound practice and assists us to retain what the Lord is speaking to us individually and corporately.
3. Avoid unproductive, disrespectful behaviors, such as...
  - a. Sleeping/slouching in chapel
  - b. Studying or reading material unrelated to the service
  - c. Writing or passing notes
  - d. Distracting others during a service by talking, laughing, or any other disruptive behavior
  - e. Using cell phones for text messaging or playing games
  - f. Leaving prior to dismissal
  - g. Getting up during service unnecessarily
  - h. Not participating in chapel when asked, such as standing
  - i. Non-chapel usage of electronic devices (i.e. PDA's, computers, IM devices, MP3 players, and headphones of any types)

#### DAYS OFF

Students will receive one scheduled day off per week. The scheduled days off are at the discretion of the OSL staff and internship supervisors. Students are permitted to leave town during these days off without using personal days, however, they must sign out of the dorms before 10pm on the date of departure.

#### PERSONAL DAYS

Each student will receive a total of 5 personal days per academic year. In order to use a personal day students must submit a Personal Day Request form one week prior to the personal day request. If the request is not placed a week prior to the desired date, students may still request the date for a \$20 fee.

If a student has exceeded their personal day limit, a \$50 fine will be assessed per day. Death or extenuating circumstances of an immediate family member are considered excused absences and are subject to the discretion of OSL Leadership.

#### SICK DAYS

Each student will receive a total of 3 sick days. To take a sick day, the student must visit the SAGU nurse before 12pm the day of the sickness and she will notify OSL of the student's condition. Severe sicknesses will require a visit to a doctor, clinic, or emergency room with a verification of the visit in order to excuse more than three days. Without verification, students will forfeit personal days and be fined \$50 for each day exceeded.

#### BREAKS

The scheduled breaks for each school year will be given at the beginning of each term. Students may leave for these breaks on the given dates and times, not a day before or a day after. If extra travel dates are needed students may use their personal days, however they must request them prior to leaving for the break.

The dates and time of breaks are firm and there will be no exceptions, so please plan ahead with all travel arrangements. All OSL students are required to return by curfew the Saturday after breaks.

#### CURFEW

Curfew for OSL students is **12:00 am Sunday-Thursday and 1:00 am Friday-Saturday**. Students are expected to be in their residence hall by curfew. All students arriving after curfew will report with their ID card to the Security Station. After logging in, the student(s) will then be escorted to Collins Hall and given entry. Reports of late entry will be forwarded to the Dean of Students. Failure to comply with proper procedure will result in disciplinary action. Persons who are not residents of the dorm will not be given entry to the dorms after curfew. Students within the dorms are not authorized to give other students late entry. OSL does not use Grace Minutes as the rest of the campus does.

#### TARDINESS

Please be at least 15 minutes early for all activities, prayer sessions, church services, classes, etc. Tardiness will be monitored and appropriate consequences will result.

## ACADEMICS

### SCHEDULE

#### Time Duration

1. M/W Daytime classes are 80 minutes in length
2. Chapel (TH) is approximately 90 minutes in length
3. Daily prayer (M,W) is 60 minutes in length
4. All Church Prayer (T) is 60 minutes in length
5. Corporate Discipleship (Th) is approximately 90 minutes in length
6. OSL All Staff (T) is approximately 60 minutes in length
7. Floor Meetings (M) are approximately 60 minutes in length

#### Monday/Wednesday

Period 1	8.00-9.20am
Prayer	9.30-10.30am
Period 2	10.40-12.00pm
Lunch	12.00-1.30pm
Period 3	1.30-2.50pm
Internships	3.00-5.00pm

#### Tuesday

All Church Prayer	9.00-10.00am
Academic Session/ OSL All Staff Mtg.	10.00-11.00am
Internships	3.00-5.00pm

#### Thursday

Pre-Chapel	8.00-9.00am
Chapel	9.00-10.30am
Lunch	11.30-1.00pm
Corporate Discipleship	1.00-2.30pm
Internship	2.30-5.00pm

### ENROLLMENT

All OSL students will be enrolled full-time at Southwestern Assemblies of God University. Students will take a minimum of 12 hours per semester. Students are required to take only the courses offered by OSL. The only exception is for those students who have previously taken and passed the courses offered by OSL, as evidenced by a transcript received by SAGU.

### ACADEMIC STANDARD

Because God has called us to raise leaders to further His kingdom and to do so with a level of excellence, OSL has set a high academic standard. It is OSL's expectation that all students will maintain a 3.0 GPA. In this effort, a student earning a C in any class will be referred to the Academic Development Center. The student may be required to attend tutoring, additional study hall opportunities, and may be restricted from OSL opportunities. *OSL follows SAGU's standard for academic probation and suspension. Please refer to SAGU's handbook for further information.*

**All OSL students must have a 2.5 GPA to complete the program. Any student earning a 2.49 or lower will not complete.**

#### ATTENDANCE

OSL expects students to attend 100% of the class sessions. Any absences, including those for OSL purposes (including internship purposes), must be approved by the instructor a minimum of 1 week before the absence takes place. Failure to have the absence approved a week prior will result in a fee of \$20. The student must make contact with the professor the day of an absence to defend it. It is the professor's prerogative as to whether late work/make-up work will be accepted. If a student acquires 7 absences, **for any reason**, he/she will be dropped from the course with a failing grade.

#### BAD WEATHER CLOSURES

When the SAGU administration deems it necessary to close the University due to dangerous driving conditions, an announcement will be made on all major television stations and on WBAP 820 AM radio station. There will be text messages from your RA's sent out as soon as information is made available.

#### PRINTERS/COPY MACHINES

A coin-operated copy machine is located in the Library on campus. Students may also use the Computer Lab on campus and at the Oaks Campus located behind the main stage in the South Building for printing purposes. Students may not use the OSL office printer or copier, nor are they permitted to use the printers and copiers in the main Red Oak office for personal projects or papers.

## STUDENT LIFE

### FLOOR MEETINGS

Floor meetings are a necessary part of the corporate spiritual development of the floor community, as well as a point of information dissemination. Floor meetings are held each Monday evening at 9.30pm. All students are required to attend the floor meetings, and attendance will be taken at the beginning of each meeting. If a student is late to the floor meeting, determined by when attendance is taken, the student will be assessed a \$5 fee. If a student misses a scheduled floor meeting, indicated by showing up 20 minutes or more after the meeting has started, the student will be issued a \$10 fee.

### LIFESTYLE

OSL students should at all times portray a Godly lifestyle in all actions, words, and deeds. OSL students are asked to adhere to these guidelines. These guidelines are to be observed during all breaks, including holiday breaks:

- Use of alcohol, illegal drugs, or tobacco is not permitted at anytime
- R, X, NC-17 movies, video games, and computer games are not permitted
- New tattoos are not permitted while enrolled in the Oaks School of Leadership
- Body piercings are not allowed on any of the Oaks Fellowship or SAGU campuses. This includes facial piercings for both men and women, with the exclusion of women's ear piercings. Refer to SAGU's handbook for specific guidelines.

### DATING

Success and the opportunity to excel in OSL is a challenge for any student. It requires a high degree of focus, discipline, and time in order to accomplish success. Dating is also a challenging endeavor that will require just as much of a student as OSL will. It is difficult to do one of these well, and the challenge to do both well can be overwhelming. Because of this, students are discouraged from dating, however, it is recognized that some students will still choose to date through the course of their time in OSL. Because of this, students are expected to bring RA's and Director's into the process of their relationships with the opposite sex by discussing potential dating relationships **beforehand**. This will allow the leadership of OSL to act as accountability, wisdom, and guidance for students as they attempt to be successful in dating and the program.

In order to maximize growth and learning opportunities at OSL, students are encouraged not to be in a dating relationship. However, dating relationships are not explicitly prohibited. If students are in, or choose to enter into, a dating relationship, the following guidelines must be understood so that the OSL staff can provide mentoring and accountability in this process:

1. An initial meeting with one of the OSL directors for the disclosure of the relationship and ongoing accountability
2. Students must maintain an open and honest dialogue with OSL staff about their relationship
3. Being alone with the opposite sex in a private setting is strictly prohibited

4. Public displays of affection are not allowed outside of handholding
5. Group activities are highly encouraged
6. Students are expected to maintain healthy relationships with the opposite sex through regular communication and accountability with RA's, Life Group Leaders, Dorm Pastors, Internship Supervisors, and OSL staff

\*The heart of OSL is to promote healthy relationships both in and out of the dating context in preparation for life in ministry.\*

#### PUBLIC DISPLAY OF AFFECTION

The strength of OSL is the strong community and close-knit family present. When students enter a dating relationship it involves more than just the couple, but the entire community of OSL. It is important that individuals choosing to enter into a dating relationship take into account the community as a whole and conduct themselves appropriately.

The following standard of conduct has been adopted and will be applied and enforced. It is expected that students will demonstrate public and private behavior in their dating and friendships that is glorifying to God and in keeping with a Christian testimony. They need to be sensitive to those around them and should not conduct themselves in an offensive or inappropriate fashion. The University acknowledges that couples will have times when they are alone as well as times when they are with others. Consequently, there are two appropriate arenas of behavior in dating relationships:

#### PUBLIC BEHAVIOR

Public behavior is that behavior with the opposite sex that is considered appropriate in places understood to be public and in places occupied, open to and in full view of others. (Note: Apart from a student's dorm room, the entire campus at Southwestern Assemblies of God University and The Oaks Fellowship is considered public.)

The following is considered appropriate public behavior by couples at OSL:

1. Sitting together
2. Holding hands
3. A woman taking the arm of her date
4. A discrete, brief "good-night" kiss

The following is considered inappropriate public behavior by couples in OSL:

1. Leaning or lying on each other
2. Petting, fondling or caressing each other
3. Extended periods of kissing
4. Body massages

#### PRIVATE BEHAVIOR

Private behavior is that behavior with the opposite sex that is considered appropriate in places not designated as public or commonly understood as public. When a couple is alone, not in the presence of another person or couple, and/or away from others, the place is considered private.

It is understood and recognized that private behavior will not be governed by the same guidelines as public behavior. At the same time, however, it is expected that Christian couples will always conduct themselves in a way that avoids undue temptation and is glorifying to God. In light of that, the following things will be considered inappropriate private behavior for couples at OSL:

1. Laying on each other
2. Petting, fondling or caressing each other
3. Extended periods of heavy kissing or hugging
4. Visiting in each other's residence
5. Sexual relations of any kind or degree outside of marriage are strictly forbidden.
6. Body massages

**NOTE:** The Vice President for Student Services, the Dean of Students, Dorm Pastors, Resident Assistants, Faculty, Staff, and Administrative Personnel have the authority to interpret, apply and enforce these guidelines. Students who violate them may be reported to Administrative Personnel, Staff, Faculty, Resident Assistants, Dorm Pastors, the Dean of Students, and the Vice President for Student Services who may initiate disciplinary action.

#### DRESS CODE

The dress code for OSL is very simple. OSL just asks that each student's dress be neat, tasteful, and modest. If OSL leadership ever feels as though dress is not appropriate, they reserve the right to have students change.

**SUNDAY MORNING SERVICES:** Business Casual

- Dress pants, nice jeans, polos, button down shirts, skirts, and dresses
- **NO** flip-flops on Sunday morning

**WEEKDAY SESSIONS:** Casual

- No clothing should be worn with holes, paint, or stains
- Shorts and athletic apparel will not be allowed
- No revealing clothing, including items that are too tight or too short. These can include, but aren't limited to, spaghetti strap tops, halter tops, sleeveless shirts, etc.

#### CLASSROOM/CHAPEL ATTIRE

This applies to all classroom instruction, including day and night classes

**MEN:** Nice jeans (must not have any holes), slacks, or khakis. Dress shirts, sport shirts, sweaters, nice sweatshirts, or t-shirts with acceptable/appropriate logos are permissible. Shorts are unacceptable for classroom/chapel attire. Pajama items are not acceptable as outerwear at any time.

**WOMEN:** Dresses, skirts of a modest length (knee length, no slits above the knee), dress slacks, nice jeans (must not have any holes). Shorts are unacceptable for classroom/chapel attire. Full-length blouses, sweaters, or nice sweatshirts/t-shirts with acceptable/appropriate logos are suitable (revealing necklines and revealing sleeveless attire are not permitted). No midriffs allowed. All shorts and sundresses are unacceptable for chapel or class at any time. Lingerie/pajama items are not acceptable as outerwear at any time.

## LEISURE ATTIRE

**MEN:** Full-length shirts, sweaters, and sweatshirts or t-shirts with sleeves are acceptable. Sleeveless types are permitted provided they run to the end of the shoulder and cut close under the arm. Slacks, jeans, jogging suits (with gym shorts underneath) or modest shorts are acceptable (spandex shorts or any other form-fitting clothing worn by itself is not permitted).

**WOMEN:** Full-length t-shirts or sweatshirts (sleeveless types are not permitted) with sweat pants, uniform shorts or those approved for an activity (spandex or any other form-fitting clothing worn by itself is not permitted). Athletic attire must be modest in length and fit. The currently approved women's varsity basketball athletic wear (with full-length t-shirts) is the model for modest and acceptable athletic attire for women on campus.

## **HOUSING STANDARDS**

### **ROOM USAGE**

The room will be taken care of by its occupants. Decorations and pictures may be hung after receiving approval from your RA. Nails or the equivalent should not be driven into the walls, closets, or furniture. Curtains should be hung under the direction of the Residence Hall Supervisor. DO NOT glue mirrors or corkboards to the walls. Students are permitted to use 3M Strips to fasten items to the walls. Off brands, foam tape, rubber cement, and hot glue are not allowed on the walls, ever. Students are also not allowed to remove ceiling tiles from their fixtures. Fines will be leveled if permission and approval is not sought, and the student may be required to have the room repainted in an appropriate fashion at their own expense.

### **ROOM FURNITURE**

Every room is provided with a dresser or chest of drawers, optional desk for each student, optional chair for each student, and bed for each student. Students are expected to take care of OSL furniture. When assuming occupancy, the student becomes responsible for the room furniture. Students will be charged for defacing or destruction of room furniture. FURNITURE MUST NOT BE MOVED FROM ONE ROOM TO ANOTHER OR ONE DORMITORY TO ANOTHER OR TAKEN APART WITHOUT PERMISSION FROM THE RA. Dorm residents are permitted to personalize their rooms with their own furnishings, however, residents are encouraged to remember rooms are limited in size and roommates share an equal right to personalize their room.

### **ROOM CLEANLINESS**

A direct relationship exists between the way rooms are maintained and student attitudes. Each student is responsible for the daily care and cleaning of the room. A planned room inspection occurs once a week. Unannounced room checks will be made periodically to insure that rooms are kept neat and clean.

### **LOSS OF PERSONAL PROPERTY**

For one's own protection, rooms should be locked at all times when not occupied. SAGU/OSL is not responsible for the loss of personal belongings of students in any building. Students may check with the Office of Information and Security for any lost items. SAGU/OSL assumes no responsibility for any loss of or damage to personal items, supplies, clothing, personal furniture, carpets, etc. due to fire, theft, inclement weather or otherwise. Students desiring to protect personal property should contact their insurance carrier to purchase "renters type" insurance. The business office may be contacted for a referral to an insurance carrier if needed.

### **RESIDENTIAL HALL LOBBY**

Furniture is not to be rearranged in residence hall lobbies without permission from the Dorm Pastor. Students are required to observe the lobby regulations each Dorm Pastor establishes for his/her lobby. Students are to treat the lobby furnishings with respect, and will be charged for any damage to lobby furnishings.

## ROOM GUESTS

Guests who are not part of the specific dorm community are expected to leave the Resident Hall at curfew unless the RA has received and approved a written request for them to stay in the Residence Hall. A three-night maximum is enforced. No parents are permitted to stay overnight in the Residence Hall.

## QUIET HOURS

Quiet hours are from 10:00pm-10:00am in each of the Residence Halls. Quiet hours shall be strictly observed to insure each student's opportunity for privacy, rest, study, and spiritual renewal. Therefore, the following guidelines will be enforced.

1. Students must learn to live in mutual respect. SAGU and OSL are institutions of higher learning, and students should respect one another's need for study and appropriate sleep
2. Stereos, musical instruments, and radios may be used, but the noise level must not be heard outside the room during quiet hours. Drums are strictly prohibited from being played in the dorms.

## TV, MOVIE VIEWING, AND VIDEO OR COMPUTER GAMING

No X, NC-17, or R-rated videos, movies, or computer games are permitted at anytime. The Dorm Pastors may impound any equipment that is used in a fashion that violates OSL or SAGU policies.

No PG-13, R, NC-17, or X-rated videos or movies will be played in the lobby. The Dorm Pastor reserves the right to have approved PG-13 rated movies shown for special occasions or events.

Video games are not permitted at any time in the lobby.

## PROHIBITED ITEMS

Toasters, electric skillets, popcorn poppers, George Foreman Tabletop grills, rice workers, woks, and any other cooking appliances are not permitted. Coffee makers will be allowed. Violations of this safety policy will result in the impoundment of the appliance.

## WORKING STUDENTS

Students are strongly discouraged from having a job during their time enrolled at OSL. However, it is understood there are occasions where part-time work is a necessity for students in order to remain enrolled in the program. If a student chooses to have a job while attending OSL, these guidelines need to be followed.

1. Student must first get approval from the Community Life Director to have a job.
2. Student must work hours that do not conflict with the OSL daily schedule or calendar events
3. If there appears to be a negative impact on a student's grades, ministry involvement, or internship productivity, then the student will be required to quit their job.

4. Students are not permitted to have a job that requires them to be late for curfew or start before 6am.
5. In the event an OSL event is placed on the calendar that requires a student to be in attendance, the student will need to find someone to work for them, or quit their job. OSL events and activities do take precedence over employment opportunities.

#### OVERNIGHT VISIT/WEEKEND OFF-CAMPUS

All Residence Hall students must sign out to stay off-campus during a school term, even breaks and holidays. This can be done by filling out the Check Out Form at the front desk of the lobby. Failure to comply with this is an infraction and will result in a fine.

NOTE: Every student should inform their Resident Assistant any time they will be off campus overnight.

#### SINGLE STUDENT VISITS IN RESIDENCES OF OPPOSITE SEX

Single students are not permitted in the residence of single students of the opposite sex. Students who are found to have been in the residence of a member of the opposite sex may be terminated from enrollment at OSL. This applies to all students whether they reside on or off campus. (See the Community Life Director for special permission to visit in the residence of single students of the opposite sex.)

#### ROOM GUESTS

Guests who are not part of the specific Dorm community are expected to leave the Residence Hall at curfew unless the Resident Assistant of the floor gives authorization. If the overnight guest of an on-campus is an off-campus student, family member, a personal friend from out of town, or an alumnus of Southwestern, the student must obtain approval from the Resident Assistant on the floor. The guest may stay a limit of two nights. If the Resident Assistant does not approve the guest of an on-campus student, the student is charged for the nights the guest has stayed in the Residence Hall and the guest may be required to leave. Dorm residents who desire to spend the night in another Residence Hall must receive clearance from the Dorm Pastor of the Residence they wish to stay the night in by 10:00pm. Also, the students must sign out of their own Residence Hall. Failure to gain permission may result in a fine.

# DISCIPLINARY PROCEDURES

## RECOVERY PROCESS

OSL Leadership recognizes that each individual is in the process of sanctification and may find themselves struggling with different personal struggles while in OSL. The desire of OSL Leadership is to be restorative when possible and when the attitude of the student makes it conducive for restoration.

The process for recovery will go as follows:

1. Meet with Student Accountability Circle (Life Group, RA, Director)
  - a. Build accountability process (at least 5 steps)
  - b. Hand out discipline action
  - c. Community Life Director inform Dean of Student of the situation
2. Student sets up counseling through SAGU office- at least three sessions
  - a. Each session needs to be verified by the Community Life office and student needs to report on progress
  - b. Failure to report will move student into the punitive process
3. Schedule a follow-up session with a Director 4 weeks from initial meeting
4. Repeated offense student will go into the disciplinary punitive process by seeing the Student Conduct Committee
5. Community Life Director informs Dean of Students of student progress

## PUNITIVE PROCESS

Students who choose to operate outside of the guidelines of OSL/SAGU's Handbooks place their personal growth in jeopardy as well as disrupt the continuity of the OSL community. In the interest of encouraging the growth of students and preserving the healthy community of OSL, leadership reserves the right to exercise necessary disciplinary measures for students who choose to conduct themselves in opposition to the determined guidelines. Such disciplinary measures are as follows:

Warning: Recorded by RA or Director by filling out an online discipline form

Fines:

1. Amount will be based on the infraction in accordance with the fine schedule
2. Any fine should be resolved with immediacy. It is to be paid to the Dorm Pastor, Community Life Ministry Associate, or Community Life Director. Any regular fine that remains unpaid after 15 days becomes a separate infraction and is subject to disciplinary action. All fines must be paid before a student is able to register for a new semester or complete the program.

Community Service: In some cases a student may be required to perform "community service" as a form of restitution for their behavior. The Community Life Director will determine the required hours and time frame given to perform them.

Campusing

Under the supervision of the Dorm Pastor, a student may be 'campused' as a part of the

discipline process. Campusing is defined in two ways:

1. Full Campusing: student is restricted to the campus at all times and is confined to their dorm room except for church attendance, internship requirements, employment, meals, classes, chapel services, or when going to the Barnes Student Center to check his/her mail. Other than the assigned roommate, visitors are not allowed.
2. Regular Campusing: student is confined to his/her room from 7:00pm until 6:00am

Conference Call with Parents

1. FERPA requirements must be met prior to this meeting
2. Director will make parents aware of the situation and then partner with them in the growth of their student.

Disciplinary Probation

A student may be placed on “Disciplinary Probation” for a major offense or the accumulation of several minor offenses.

1. If under 18 years of age, whenever a student comes under “Disciplinary Probation” the Dean of Students contacts the parents or guardian explaining the circumstances.
2. Students under “Disciplinary Probation” are not permitted to participate in any extracurricular activities, such as traveling groups, varsity sports clubs, chapel leadership/music, school musicals/programs, summer/holiday tours, hold an office in clubs, classes, SMA, or Student Congress, or engage in a school activity or external ministry which puts them in a visible, public role.
3. If a student under “Disciplinary Probation” commits another offense, major or minor, that student may be required to appear before the Student Conduct Committee.
4. Any student who incurs “Disciplinary Probation” two semesters in a row will be suspended.
5. A meeting with the Director may be held to determine student’s future in OSL

Suspension

A student’s tenure may be interrupted for a stated length of time in such cases where, in the opinion of the University, it will benefit the student or preserve the integrity and standards of the school. SAGU reserves the right to suspend students because of low standards of scholarship, poor mental health, or a conflict of attitudes and standards of behavior with those that the University seeks to maintain.

A student who does not cooperate with the aims and ideals of the University may be asked to withdraw or be denied readmission whenever the general welfare demands in, even though there may be no specific breach of conduct.

In the event a student is suspended from school, he/she will be required to contact his/her parent or guardian immediately. A refund of room and board charges will follow

standard refund policies applicable to student withdrawal. All students readmitted after suspension for disciplinary reasons are placed on disciplinary probation for the first semester after their return. Further violations could result in termination of the student. Students who are suspended are required to vacate the campus community no later than 24 hours after the decision to suspend has been rendered. Suspended students are not allowed on campus unless given special permission from the Dean of Students and are viewed as trespassers subject to arrest and prosecution.

#### Student Conduct Committee

Southwestern holds that every student, upon signing the University Application Form, is under moral contract with the University by its standards. Consequently, each student is responsible to exercise self-discipline to live within the limits of the University standards. Because the student body is composed of persons who are devoted to Christ and who consider Christian Submission and humility valuable assets to the building of strong character, this should not be a problem.

In the case of a serious violation of University standards the Dean of Students will initiate the following disciplinary process:

1. The Dean of Students will notify the student to appear before the Student Conduct Committee.
2. The Committee will discuss the violation(s) with the student and the student will be permitted to give an explanation for his/her behavior.
3. The Committee has the right to suspend or terminate a student when the members are convinced that a major violation of school standards has been committed or terms of disciplinary probation have been violated.
4. In the event of suspension or termination, the student must leave campus within 24 hours. Any student denied admission or suspended for disciplinary reasons is banned from the campus except by special permission from the Dean of Students..
5. The decision of the Student Conduct Committee is communicated to the student by the Chairman of the Committee and the Committee will then have prayer with the student.
6. The decision of the Student Conduct Committee is communicated to the parents or guardian of a dependent student under 18 years of age, by the Dean of Students.
7. A student suspended by the Student Conduct Committee may choose to appeal the decision of the Committee. The appeal process is as follows:
  - a. The student must file a formal written appeal to the Appeals Committee within twenty-four hours with any additional information pertaining to the matter in question. The Appeals committee is made up of select members of the Administration as appointed by the President.
  - b. The decision of the Appeals Committee is communicated to the parents or guardians of the dependent student less than 18 years of age, by the Vice President for Student Services.
  - c. The decision of the Appeals Committee is will be considered final.
8. The Appeals Committee has the prerogative to consider all decisions made by the Student Conduct Committee and to
  - a. Reaffirm the action of the Student Conduct Committee, or

- b. Lessen the severity of the action taken by the Student Conduct Committee, or
- c. Increase the severity of the action taken by the Student Conduct Committee.

Student Conduct Committee is made up of 7 members: 4 RA's and 3 Life Group Leaders (rotating). They determine any further action, and whether or not the student goes on disciplinary probation.

#### Dismissal

1. For the remainder of the current semester and the following semester
2. For a full year of the program

\*\*The Director withholds the right to skip steps if the infraction or situation warrants it.