



WARNER  
UNIVERSITY

# **Student Handbook**

Welcome to the start of a new semester and academic year that is sure to be filled with new opportunities, challenges, and experiences that will contribute to your personal and academic growth and development. Warner University hopes you will choose to take advantage of those opportunities. Warner's goal is to provide a space for you to engage with the community on and off-campus, create lifelong friendships, and for you to grow in your relationship with the Lord. Welcome to a new year at Warner!

**Failure to read this Student Handbook does not excuse a student from the requirements, regulations, and consequences described herein.**

1. This Student Handbook applies to all traditional undergraduate students as well as graduate students participating in Warner University Athletics.
2. Graduate Assistants are considered employees of The University and therefore must abide by the Warner Employee Handbook as well as Warner's Community Commitments and Student Handbook.
3. Students are under Warner's Community Commitments and policies of the Student Handbook during the academic semester. While on campus, at any time all policies of the Student Handbook apply, even outside of the Academic semester.

### **Our Mission:**

Warner University is committed to guiding individuals toward Christ-like character and intellectual maturity while equipping them to serve.

### **Our Values**

#### **Service**

Demonstrate Christ's mercy and compassion to others.

#### **Wisdom**

Choose what is best according to the will of God.

#### **Integrity**

Live blamelessly in light of Christ's imminent return.

#### **Growth**

Increase in love and knowledge to the glory of God.

### Knowledge

Seek the treasures of wisdom and knowledge hidden in Christ.

### **STUDENT LIFE MISSION STATEMENT**

The Office of Student Life at Warner University strives to provide programs and services that will help students develop mentally, physically, socially, and spiritually. The Student Life Office operates under three guiding principles: hospitality, grace and accountability.

## **WARNER UNIVERSITY STATEMENT OF FAITH**

The Warner University Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired, inerrant, and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole source of all that we believe. As the living Word, the Bible is the source of the transformed mind and worldview of the believer in Christ. For the purposes of institutional decisions regarding faith, doctrine, practice, and discipline, the University is guided by the statements below and by a grammatical-historical approach to the interpretation and application of the Biblical text {Romans 12:1–2; Psalm 19:7; Hebrews 4:12}.

**We believe** the Bible to be verbally inspired in every word, inerrant in the original documents, infallible, God-breathed, and sufficient. We believe the Bible is the only rule of faith and practice for all believers. We believe in the literal grammatical-historical interpretation of this Bible, and we believe the final guide to interpretation of the Bible is the Bible itself {Genesis 1:1; 2 Timothy 3:16; Jeremiah 30:2; Revelation 21:5; 2 Peter 1:21; 1 Corinthians 2:13; John 17:17; Psalm 119:105}.

**We believe** that there is one God eternally existing in three Persons: Father, Son, and Holy Spirit {Genesis 1:1; Matthew 28:19; John 10:30}.

**We believe** in the deity of our Lord Jesus Christ, who was conceived of the Holy Spirit and born of a virgin—fully God, and fully man, in his sinless life, in His miracles in His vicarious and atoning death through His bloodshed, in His bodily resurrection, in His ascension to the right hand of God the Father, and in His

personal return in power and glory {John 10:33; Matthew 1:23; Hebrews 4:15; John 2:11; I Corinthians 15:3; Ephesians 1:7; John 11:25; I Corinthians 15:4; Acts 1:11; Revelation 19:11}.

**We believe** that man was created directly and immediately by God in His image. All mankind, through Adam's sin, are born sinners and must be born again by being re-created in God's image through Jesus Christ {Genesis 1:27; Romans 3:23; 2 Corinthians 5:17}.

**We believe** in the sanctity of human life. **We believe** that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life {Psalm 139}.

**We believe** that God wonderfully and immutably creates each person as either male or female. These two distinct, complementary sexes together reflect the image and nature of God {Genesis 1:26–27}. All activities and policies of the University, including living arrangements and athletic participation, will reflect these beliefs in application.

**We further believe** that marriage, the Church, and righteous governments are the building blocks of human civilization and that the Church and righteous governments should therefore recognize the Biblical design for marriage, which is one man and one woman in a monogamous relationship for life {Genesis 2:18–25; Matthew 19:4–6; Hebrews 13:4}.

**Because we believe** that the term *marriage* has only one meaning—the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture {Genesis 2:18–25}—we also believe that sexuality is a gift from God and that God intends sexual activity to occur only between a man and a woman who are married to each other {1 Corinthians 6:18; 7:2–5}.

**We further believe** in sexual purity, and **we believe** that any form of sexual immorality (including adultery, fornication,

homosexual behavior, bisexual conduct, bestiality, polyamory, incest, or the use of pornography) is sinful and offensive to God {Matthew 15:18–20; 1 Corinthians 6:9–10}.

**We believe** that in order to preserve the function and integrity of the University and to provide a biblical role model to the student body and the community, it is imperative that all persons employed by the University in any capacity, or who serve as volunteers, agree to and abide by these statements on marriage and sexuality {Matthew 5:16; Philippians 2:14–16; 1 Thessalonians 5:22}.

**We believe** that for the salvation of sinful man, regeneration by the Holy Spirit is provided by a gracious act of God and that humans respond through repentance and faith in Christ Jesus {John 3:16–19; John 5:24; Romans 5:8–9; Ephesians 2:8–10; Titus 3:5; Luke 24; Acts 20–21; Acts 2:38}.

**We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is able to live the godly life {Romans 8: 13–14; I Corinthians 3:16, 6:19–20; Ephesians 4:30; Ephesians 5:18}.

**We believe** in the resurrection of both the saved and the lost, those who are saved unto the resurrection of life and those who are lost unto the resurrection of the condemned {John 5: 28–29}.

**We believe** in the Spiritual unity of believers in our Lord Jesus Christ {Romans 8:9; I Corinthians 12:12–13; Galatians 3:26–28}.

**We believe** that the Church is the body of Christ on Earth, is empowered by the Holy Spirit, and exists to reach the lost, worship God, be in community as God's family, and to serve others in Jesus name {1 Corinthians 4:1; Acts 20:28}.

**We believe** that all believers are under the mandate of Jesus Christ to proclaim the Gospel to all the world {Matthew 28:19–20}.

## OFFICE OF STUDENT LIFE PERSONNEL

**Mr. Kevin Abel**, Vice President of Student Life

Title IX Coordinator

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(863) 638-7606

**Dr. Morrisia Stewart**, Assistant Vice President of Student Life

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**Mr. James Flaming**, Coordinator of Campus Ministry

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**Ms. Alyson Croy**, Student Life Program Coordinator

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**Mr. Austin Morgan**, Director of Chapel Experience

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Mr. Christopher Lamb, Area Coordinator for Williams and  
Spencer Halls

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**Ms Vicki Bernhardt**, Area Coordinator for Fulton and Raines  
Halls

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**Ms. Julia Perry**, Area Coordinator for Holland Hall

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[julia.perry@warner.edu](mailto:julia.perry@warner.edu)

**Ms. Valeria Telfort**, Area Coordinator for Stover Hall

(863) 638-7249

[valeria.telfort@warner.edu](mailto:valeria.telfort@warner.edu)

**Mrs. Jennifer Johnson**, Director of Dining Services

(863) 638-7229

[johnson@creativedining.com](mailto:johnson@creativedining.com)

## **Campus Directory**

Listed below are campus directory numbers for people you can go to for assistance on a number of issues. You may dial the extension number if you are calling from a campus telephone. If there is a voicemail option, please leave a brief message so they are able to return your call.

## **Main Office Numbers:**

7204 Registrar's Office

7235 Pontious Center

2345 ITS

7246 Student Life Office

7232 Campus Security Office

7202 Financial Aid

7214 Student Financial Services

7244 Academic Center for Excellence

7228 Facilities Office

## **Warner Shield**

Warner University provides campus communication through 911 Cellular as an emergency alert system and safety app with panic button options for

students. The service bridges the gap between First Responders and University Administration. Students can download the App from any smart phone by searching the App Store/Google Play for Warner Shield. Registration can be completed by entering the student name, school email address, and phone number to receive emergency communication. Additionally, the text feature of Warner Shield allows students to receive regular updates regarding campus and community events and opportunities.

### Questions About...

### You Can Call...(863) 638-XXXX

|                            |                                     |
|----------------------------|-------------------------------------|
| Academic Advising          | 7206 Academic Dean                  |
| Academic Assistance        | 7134 Academic Center for Excellence |
| Academic Probation         | 7206 Academic Dean                  |
| Adding/Dropping Classes    | 7204 Registrar's Office             |
| Advancement Office         | 7261 Administration                 |
| Alumni Relations           | 7248 Director of Alumni             |
| Application/Admission      | 7212 Admissions Office              |
| Athletics                  | 7258 Athletics Office               |
| Bookstore                  | 2775 Bookstore                      |
| Student Financial Services | 7214 Office                         |
| Cashier                    | 7216 Office                         |
| Class Schedules            | 7204 Registrar's Office             |
| Computer Services          | 2345 ITS                            |
| Dining Services            | 7229 Cafeteria                      |
| <b>Emergency</b>           | <b>7232 Campus Safety/Security</b>  |
| Enrollment Management      | 7112 Secretary                      |
| Facilities & Housekeeping  | 7228 Facilities Office              |
| Library Services           | 7235 PLRC Circulation Desk          |
| Payment Plans              | 7122 Student Accounts               |
| President's Office         | 7209 Secretary                      |
| Printing Services          | 2345 ITS                            |
| Records/ Academics         | 7204 Registrar's Office             |
| Residence Life             | 7246 Student Life Office            |
| Campus Safety and Security | 7232 Security                       |



|                         |                             |
|-------------------------|-----------------------------|
| Students Accounts       | 7122 Accounts               |
| Student Handbook        | 7246 Student Life Office    |
| Student Life Policies   | 7246 Student Life           |
| Study Skills Assistance | 7244 ACE                    |
| Tuition & Fees          | 7122 Student Accounts       |
| Vehicle Registration    | 7232 Campus Safety/Security |

**In the event of an emergency, here are the following numbers to call:**

**Immediate Emergencies: Call 911**

| <b>Emergency Contact</b> | <b>Phone Numbers</b> |
|--------------------------|----------------------|
|--------------------------|----------------------|

|  |                       |
|--|-----------------------|
| <b>Fire:</b> Polk County Fire Station 21 | <b>(863) 679-4200</b> |
|--|-----------------------|

**Police:**

|                              |                       |
|------------------------------|-----------------------|
| Lake Wales Police Department | <b>(863) 678-4223</b> |
|------------------------------|-----------------------|

|                                  |                       |
|----------------------------------|-----------------------|
| Polk County Sheriff's Department | <b>(800) 226-0344</b> |
|----------------------------------|-----------------------|

**Animal Control:**

**(863) 577-1762**

Polk County Sheriff's Office

**(888) 275-8941**

**Poison Control:**

National Helpline Available 24/7

**(800) 222-1222**

**Campus Safety/Security:**

**(863) 638-7232**

**Suicide Hotline:**

**(800) 273-8255**

**Human Trafficking Hotline: (888) 373-7888**

## **GENERAL STUDENT LIFE INFORMATION**

### **UNIVERSITY REPRESENTATION**

To properly exemplify the ideals of Warner University, students selected to represent the University in leadership or at public functions (athletic, drama, music, Residence Life, Community Life, etc.) must be enrolled students who meet the following requirements:

- Maintain enrollment in 12 semester hours or more during the semester(s) of representation, unless a graduating senior in the final semester or by special permission of the administration.
- Be in good academic standing with the Academic Office and the Office of Student Life.
- Be admitted to a major field of study when 80 or more semester hours are earned.

### **COMMUTER SERVICES**

Warner University seeks to provide services that respond to the unique needs of commuter students. For example:

#### **Dining**

- Commuters may purchase a meal plan for use in the Dining Hall and Union or pay the walk in rate using a debit or credit card.
  - The Union provides drinks and food items throughout the day.
  - Meal plans may be changed by emailing [residencelife@warner.edu](mailto:residencelife@warner.edu) prior to the first week of classes. Meal plans may be added after that date.
- Students who choose to bring their own lunch may use the microwave in the Union to warm up their food.
- Snack items are available via vending machines located around campus.
- Students with special dietary needs are encouraged to contact the Food Service Director to discuss those needs so that accommodations can be made.

#### **The Union**

- A comfortable place to relax, grab a coffee or bite to eat, listen to music, or watch a movie.

### **Lockers and Study Area**

- Darby Lockers are free and available to reserve from the IT Department on the 1st floor of the Darby Building between the hours of 8:30am to 4:00pm Monday-Friday (Student ID required) Lockers are reserved for commuter students. If after the first three weeks of the semester there are still lockers available, residential students may reserve a locker. (first come, first serve). Lockers must be cleaned out and keys returned by the Friday after the first day of finals each semester. Students that fail to return keys or retrieve contents at the end of the semester will be fined \$25 and unclaimed items will be disposed of. Warner University is not responsible for theft, damage, or any loss of valuables/content.

## **STUDENT ID AND PARKING PERMIT**

### **ID Card**

Each student will be issued a student ID card during orientation. The student should carry this card at all times and must present it to any University official who asks to see it. A student will be asked to present their ID card at the following times:

- To utilize meal plan services
- To attend some University-sponsored events/campus activities
- To check out PLRC materials
- To use the Williams Hall Den/Game Zone
- To identify yourself to Campus Safety/Security or University personnel
- To use computer lab resources
- To access the Stover Hall fitness center

A lost ID should be reported to the Office of Student Life and a new one can be secured for a minimum fee of \$10. This can be paid for at the Office of Student Financial Services. Students can present their receipt to the Office of Student Life to obtain a new ID card.

**Parking Permit-** All Traditional students who have a vehicle on campus are required to obtain a parking permit for their vehicle and display it on the vehicle as instructed. Fines will be issued if student's

cars are found on campus without a permit. Please see Security for more details.

## **DINING SERVICES**

### **Alumni Dining Hall Hours**

Monday through Friday: All-Day Dining

Hot Breakfast 7:00am-9:00am ; Continental Breakfast 9:00 AM-10:30 AM

Hot Lunch 11:00am-1:30pm; Lite Lunch 1:30 PM-4:00 PM

Dinner 4:30pm-7:30pm

Weekends: Brunch 10:00am-2:00pm/Dinner 5:00 pm -7:00 pm

Students purchase a meal plan at the beginning of each semester.

Student's Warner University ID cards also serve as their meal card, which keeps track of how many meals they have left each week. Students will need either their ID card or the Eatable app loaded on their Smartphone to scan into either the Alumni Dining Hall or the Union for a meal. Each meal plan is on a meals-per-week basis and does not roll over. Meals reset every Friday.

Warner University Dining Services provides friendly service and a variety of meal options for students. Students living on campus are required to be on a meal plan. All residential freshmen will be assigned a meal plan for 19 meals per week, while returning residential students and transfer students can choose between the 19-meal or 14-meal plan (meals per week). Students living in Holland Hall have the option between the 19-meal, 14-meal, or 7-meal plan (meals per week), with the default being the 7-meal plan unless a request has been made with the Office of Student Life. Students on the Gold Meal Plan will receive \$200 in Royal Bucks per semester to be used in the Union.

### **Meal Plan Options:**

Gold - 19 meals per week

Silver - 14 meals per week

Bronze - 7 meals per week

**Alumni Dining Hall ("The Caf")** is located in the Rigel Student Center, offering nineteen meal times per week, provided by Creative Dining Services. The Dining Hall is a full-service dining room whose offerings include freshly prepared entrees, a

garden-fresh salad bar, a sandwich deli station, and an assortment of fruits, desserts, and beverages.

**The Union** is located in the south lobby of the Rigel Student Center with a number of services for students. Starbucks beverages are provided by Creative Dining Services. Hot meal and lunch options served Monday- Friday. The Union accepts debit/credit cards, or items can be purchased as a meal for those who have a meal plan.

**Note:** “If a student has any allergies or gluten sensitivities, please let the Food Service Director or Executive Chef know at the beginning of the semester.”

## **CAMPUS BOOKSTORE**

Warner University’s Bookstore serves students, faculty, staff, and the public by providing all the required textbooks and supplementary materials for courses offered through the University. The Bookstore also offers a variety of extras for the Warner University community, such as calculators, clothing, and school spirit items.

### **Bookstore Contact Information**

Toll Free: 800-949-7248 ext. 2775  
 Local: 863-638-2775  
 Fax: 863-734-5121

### **Hours of Operation**

Monday 9 a.m. – 5 p.m.  
 Tuesday 9 a.m. – 5 p.m.  
 Wednesday 9 a.m. – 5 p.m.  
 Thursday 9 a.m. – 5 p.m.  
 Friday 9 a.m. – 5 p.m.

### **Location**

The Bookstore is located in the northwest corridor of the Rigel Student Center.

## **CAMPUS MAIL**

The campus mailroom is located in the University Bookstore and provides mail services similar to the local post office. UPS service is also available. Proper addressing of incoming mail is as follows:

Warner University  
 Student Name  
 13895 U.S Highway 27  
 Lake Wales, FL 33859

"P.O." or "Box" **should not** be put on incoming mail, as it will be misdirected and placed in a P.O. Box in the Lake Wales Post Office.

Students will receive email communication informing them that they have mail to pick up. All mail can be retrieved at the front desk of the bookstore. Students are encouraged to pick up their mail daily.

## **LOST and FOUND**

Lost articles should be reported to either the Office of Student Life, PLRC Circulation desk, or the Campus Safety/Security office. A person looking for a lost item should provide a description of the item to the respective office and must match the item in the lost and found. If a wallet is found with identification in it, the University will try to get in contact with the owner either through calling/texting the owner. Lost and found University keys should be turned into the Office of Student Life and they will be placed in the key box until the student claims them. With all other items, at the end of the semester, if an article remains unclaimed, it will be disposed of. All students should take precautions against theft. Students are strongly encouraged not to leave their property unsupervised. Belongings left in lounges or other common areas may be removed and placed in lost and found.

## **RESTROOMS**

Designation of Restrooms and Changing Facilities in Private Postsecondary Educational Institutions states that the student and employee handbooks, disciplinary procedures, and codes of conduct provide notice to students, administrative personnel, instructional personnel, security personnel and law enforcement personnel of the right to file a complaint with the Attorney General alleging that the college, university, or institution not under the purview of the commission, as identified in s. 1005.06(1)(b)-(f), F.S., if an institution has failed to meet the minimum requirements for restrooms and changing facilities under ss. 553.865(4) and (5), F.S.

## **GENDER**

As noted in the institution's official Statement of Faith, approved by the Board of Trustees, Warner University believes that God has intentionally created people uniquely male or female, both sexes created in the image of God. Students are assigned to housing based on birth sex. Students are to

live with congruence between their birth sex and their gender identity. Warner Athletics follows NAIA policies as it relates to gender identity.

### **Skateboards/Rollerblades/Hoverboards/Bicycles/Electric Scooters**

Skateboards, scooters, hoverboards, bicycles, and rollerblades, present safety concerns when used improperly or in inappropriate areas (i.e. inside buildings). **These items are only to be used outdoors.** Bicycles are to be stored in bicycle racks or in a students room and may not be stored in hallways or building lobbies.

### **STUDENT LIFE FERPA**

According to Federal Law-In order to release or share any information concerning a student to a person outside the Warner Community (including parents/guardians), a student must complete and submit a FERPA release form. This form must be completed each year and can be revoked by the student at any time. **The Student Life FERPA Release Form only pertains to the information related to Student Life and Athletics (not academic or financial records or interactions).**

To authorize Student Life to share your student information regarding Student Life with an authorized parent/guardian, please visit the Office of Student Life to obtain the form. Information can only be released per written request (no fax or email accepted) or in the student's presence upon providing identification. If in person signatures are not possible an original form with a wet signature and a notary stamp and signature may be mailed in to the attention of: Student Life Program Coordinator. Please be aware that this form applies only to the Office of Student Life. Other FERPA Waiver forms can be found in each department. (Student Financial Services Office or the Academic Office).

## **STUDENT COMPLAINT PROCESS**

Students wanting to register a formal complaint or grievance with the intent to achieve resolution in an expeditiously fair and amicable manner should consult the Warner University Student Handbook. This handbook provides an overview and guidance on following the appropriate procedures as they relate to academic issues or other concerns. **Students can also utilize a form for reporting concerns, found at** [https://warner.formstack.com/forms/student\\_complaint\\_or\\_suggestion](https://warner.formstack.com/forms/student_complaint_or_suggestion)

Complaints submitted via this form are directed to a central entity appointed by the President of the University. They are then passed along to the Vice

President presiding over the area most closely related to the complaint. The appropriate Vice President investigates each complaint and then notifies the original receiving entity about how the matter was addressed. Students are urged to exhaust all possible internal avenues for resolution before filing a complaint with an external agency.

In the event resolution cannot be achieved through a process within Warner, students may explore registering a complaint or grievance with a state authority.

Office of Articulation  
Department of Education  
[articulation@fldoe.org](mailto:articulation@fldoe.org)  
850-245-0427

Unresolved complaints or grievances may also be formally registered with the Southern Association of Colleges and Schools Commission on Colleges, the regional accrediting agency for Warner.

### **Out of State Distance Education Students**

Complaint process for out-of-state distance education students participating under SARA, who have completed the **internal institutional grievance process, and the applicable state grievance process**, may appeal non-instructional complaints to the FL SARA PRDEC Council at [FLSARAinfo@fldoe.org](mailto:FLSARAinfo@fldoe.org).

Grievances involving a faculty and/or staff member will be referred to the Office of Human Resources for review. Faculty and staff will have up to sixty days following an incident to file a complaint with the Office of Human Resources. Students will have up to ten months to file a complaint. In special circumstances, time limits may be waived with the mutual agreement of campus representatives.

## **ROYAL RESOURCES**

Royal Resources is a hub that connects the community with the resources needed to navigate the University experience and to succeed academically. Royal Resources includes:

- Academic Advising: Academic success coaches provide academic advising for all incoming students. For assistance please email [advisor@warner.edu](mailto:advisor@warner.edu).



- Digital Services: In order to access online research information from the Warner University web pages, go to RESOURCES, and under LIBRARY, click on Royal Search (A “Google” Search Experience). The login is your Warner email account.
- Office of the Registrar: The Registrar maintains academic records and transcripts and confers diplomas. Records specialists can be reached at [registrar@warner.edu](mailto:registrar@warner.edu)
- Academic Center for Excellence: ACE provides academic support through peer mentoring and time management services to traditional and online Warner students. For assistance please call (863) 638-7244 or email [ace@warner.edu](mailto:ace@warner.edu).
- Office of Accommodations: To register for accommodations, please call (863) 638-7244 or email [accommodations@warner.edu](mailto:accommodations@warner.edu).
- Writing Center: The Writing Center provides academic support specific to the writing process through the use of a peer mentor. For assistance please call (863) 638-7572 or email [writingcenter@warner.edu](mailto:writingcenter@warner.edu).

### **ACADEMIC CENTER for EXCELLENCE (ACE)**

The Academic Center for Excellence (ACE) is designed to empower students to foster academic excellence, develop self-determined persistence, and become lifelong learners. The center employs supplemental (peer) instructors (SIs) to provide intensive study groups for challenging subjects. The ACE also provides intentional peer-driven time management coaching for students. The skills targeted include, but are not limited to, exploring one's purpose and identity and sharpening one's organizational and study skills.

### **ACE is Located in the Pontious Learning Resource Center.**

Fall and Spring Semester Hours of Operation for the OA and ACE:

Monday - Thursday 8:30 am - 8 pm

Friday - 8:30 am - 3 pm

Saturday - Sunday - Closed

### **WRITING CENTER**

The Writing Center, as an extension of ACE, exists to assist students with any aspect of the writing process they may be struggling with. Students will engage in a peer coaching session for approximately 30 minutes as they work together to improve their writing skills and provide assistance with writing assignments. Writing Center services are provided for students at all levels and for assignments across all subject matters. Students can make appointments or walk in.

Fall and Spring Semester Hours of Operation:

Monday - Thursday 8:30 am - 4:30 pm

Fridays 8:30 am-4:00 pm

Closed during Chapel (Wednesdays 10 am - 11 am)

Located in the Pontious Learning Resource Center

### **OFFICE OF ACCOMODATIONS (OA)**

Warner University is committed to providing for the needs of enrolled or admitted students who have accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Warner University's policy is to make services available to students who provide sufficient evidence of a documented disability. Students who request academic accommodations must register with and provide documentation to the OA Director. Eligible students must finalize Accommodation Plans for individual courses each semester with the Director. **Please follow this link for the [Application for Accommodations](#).**

### **Service and Emotional Support Animals**

Warner complies with the ADA in allowing the use of service animals for students, employees, and visitors, and thus, the University allows service animals on University premises to accompany an individual with a disability.

Service animal accommodations are determined by the Office of Accommodations through an accommodation request. In order to have a service animal on campus, a student must

- Have a diagnosed disability by a doctor and the disability must be defined by the ADA.
- Have a service animal that is trained to do specific tasks for the qualified individual.

Warner complies with the Fair Housing Act by viewing an emotional support animal (ESA) as a “reasonable accommodation” in a housing unit that has a “no pets” rule for its residents. Thus, with documentation, Warner will allow emotional support animals to reside in campus housing subject to rules and provisions. Emotional support animals are not allowed in other public spaces on campus, only in the approved Residence Hall room assigned to the student. Emotional support animal requests are handled by the Office of Accommodations through an accommodation request. In order to have an emotional support animal, a student must:

- Complete an Emotional Support Animal Application, including all required documents.
- A completed Veterinarian’s Verification form which will be verified by the veterinary office.
- Roommate/Suitemate/Service Emotional Support Animal Agreement Form (must be signed by all residents in the suite)
- Complete a Service Emotional Animal Health Care Professional Documentation form by providing verification of the student’s disability, which will be verified by the Director of Accommodations.
- Form must be completed by a physician, psychiatrist, social worker, or other mental health professional licensed in the State of Florida or the student’s home state.
- All forms should be dated within six months of the date which the request is made by the student.
- Approvals for ESAs are for the current academic year only. Students must reapply for services every academic year.
- Roommates have the right to revoke living with a service and or emotional support animal at any time and will need to contact the Director of Accommodations to withdraw consent and notify the Vice President or Assistant Vice President for Student Life.
  - If a roommate revokes living with a SA or ESA it is the responsibility of the student with the ESA to either find alternative campus housing with a roommate that will sign the agreement (if alternative campus housing is available), or remove the ESA from campus.

- Students are not permitted to bring animals on campus until the approval has been granted. The Director of Accommodations will send an email confirmation granting approval.
- If an unauthorized animal is found to be in a Residence Hall, the student must remove the animal within 24 hours or be fined \$100 per day.
- Any animal that bites anyone or shows aggressive behavior in any way must be immediately removed from campus.

To review the full policy on Service Animals or Emotional Support Animals please see the Office of Accommodations.

## HEALTH AND WELLNESS

### Health Services

Warner University offers health support for all full-time traditional students through our TimelyCare partnership for immediate, 24-hour health care needs.

#### Telehealth Medical Services provided through TimelyCare:

- Evaluation and recommend treatment for minor illness or injury
- Emergency triage care
- Recommendation of treatment and follow up
- Provision of education and information
- Prescription drugs when deemed necessary and appropriate

For in person Medical Care, here is a list of some local urgent care and emergency facilities:

- Advent Health Emergency Room: (863) 676-1433  
410 S 11th Street, Lake Wales, FL 33853
- Advent Health Centra Care: (863) 325-8185  
7375 Cypress Gardens Blvd, Winter Haven, FL 33884
- Owl Now Urgent Care: (863) 299-2630  
550 Pope Ave, Ste 200, Winter Haven, FL 33881

#### Telehealth Counseling Services provided through TimelyCare:

The purpose of counseling is to provide a safe, non-judgmental atmosphere for students to receive support, information, and guidance through flexible, needs-based counseling services.

Through TimelyCare, services are made available to all students. These services include assessment and short-term counseling for a variety of areas including stress, depression, anxiety, relationships, and substance abuse. Counseling is provided by a licensed Social Worker or Mental Health Professional through the [TimelyCare](#) app. Students may pick their provider based on specialty, gender, and/or ethnicity to enhance their level of comfortability and user experience. The following are the mental health services offered through the [TimelyCare](#) app:

- TalkNow Mental Health Services
- Scheduled Counseling
- Psychiatric Appointments (with Student Life referral)
- Health coaching

All services provided are confidential.

## **Additional Mental Health Resources**

### **Peace River Center/Emotional Support and Crisis Help**

<https://www.peacerivercenter.org/>

The Mobile Crisis Response Team (MCRT) provides free, 24-hour assessment, intervention, and emotional support via phone, text, chat or on-site (your location or our crisis campuses). Here are some ways to access crisis line services:

1. Call 863.519.3744 Or toll-free 800.627.5906
2. Text 863.204.3443
3. Chat [PeaceRiverCenter.org/chat](https://www.peacerivercenter.org/chat)
4. Walk in Bartow or Lakeland 24/7

**Bartow Crisis Campus** 1255 Golfview Ave, Bartow, FL 33830  
(863) 519-0575

**Lakeland Crisis Campus** 715 North Lake Ave, Lakeland, FL 33801  
(863) 248-3311

### **Baker Act**

The Florida Baker Act Law allows for doctors, mental health professionals, judges, and law enforcement to commit a person to a mental health treatment center for up to 72 hours if they display certain violent or suicidal signs of mental illness. If Student Life leadership personnel believe the student may meet the conditions to Baker Act, they will do so. Student Life will always err on the side of safety.

The conditions to Baker Act an individual in Florida are as follows:

- The person is mentally ill (or believed to be mentally ill)
- The person refused voluntary mental health evaluation or doesn't understand why one would be necessary.
- The person is a threat to themselves or others, or the person is incapable of caring for themselves.

All persons have the right to voluntarily Baker Act themselves, understanding that this commits them to treatment if deemed necessary. If a person feels they need inpatient care, they are encouraged to reach out to the Office of Student Life for support and resources. The purpose of the Baker Act is to allow time for a mental health evaluation to be performed and to de-escalate a crisis. This evaluation will confirm whether the individual is experiencing a mental health issue, and if the person is determined to be a danger to themselves or others.

### **Marchman Act**

The Florida Marchman Act concerns a person who is incapacitated due to substance abuse rather than mental illness. The conditions to initiate the Marchman Act are the same as the Baker Act.

### **Lake Wales Care Center Services [LWCC](#)**

WU partners with the Lake Wales Care Center to meet the need for many free/confidential services available to students. Click the links for more information.

- Crisis Pregnancy  
<https://choiceslakewales.com/>
- Basic Needs for Short Term Crisis
- Community Kitchen/Pantry  
<https://lakewalescarecenter.com/programs/>

### **General Welfare or Wellness Checks**

The health and well-being of our students at Warner University is of the utmost priority. On occasion a parent, friend, faculty, or staff member who is concerned about a student's well being will contact the Office of Student Life to look into the welfare of a student. Upon that request, the student will be contacted by the Office of Student Life by phone, email, and/or in-person depending on the deemed severity of the situation. Without a signed FERPA Consent Waiver no information (including the location of a student) may be provided to a parent or friend. If the student cannot be located within 24 hours, a missing person investigation will be initiated

immediately. See the Campus Safety section for our Missing Person Policy on page 77.

### **Student Insurance**

Warner offers health insurance, through United Healthcare, to those without approved insurance or who would like to enroll in the student health insurance plan. If a student does not have approved health insurance, they will be enrolled in this plan by Warner automatically. If a student does have approved health insurance, they must use the student portal on a semesterly basis to opt-out of Warner's offered insurance. If the student does not opt-out or provide sufficient proof of insurance within the designated enrollment/opt-out period, the health insurance will be billed to the student's account. Students who have Florida Medicaid can opt-out of health insurance; all other states' Medicaid insurance is not acceptable. If students have an HMO plan, they must have coverage within 25 miles of Lake Wales, Florida. If they do not, students will not be able to opt out of the student insurance plan and will be billed by the Office of Student Financial Services and the charge will be reflected on their student account. To enroll or opt out click here <https://studentcenter.uhcsr.com/school-page>

### **Student Immunizations**

State-mandated immunization records are required prior to a student arriving on campus. This includes student immunization forms, which are uploaded through the student's admissions application portal.

As per Florida State mandates, Warner University requires Meningitis A and Hepatitis B records from all traditional undergraduate students, with waivers accepted for the Meningitis A and Hepatitis B immunizations. For any questions regarding immunizations, please contact [studentlife@warner.edu](mailto:studentlife@warner.edu).

## **WARNER UNIVERSITY COMMUNITY COMMITMENTS**

**All traditional students attending Warner University are expected to sign and agree to abide by Warner's Community Commitments as listed here and posted on our website.**

### **Mission Statement**

Warner University is committed to guiding individuals toward Christ-like character and intellectual maturity while equipping them to serve.

Warner University strives to be a community of integrity that brings honor to God. We are committed to growing the individual and strengthening the student body. Our Community Commitments are derived from our mission and core values (service, wisdom, integrity, growth and knowledge). The Bible is the foundation of the values that form our community. Though we are not all believers, and while students are not required to profess personal Christian faith, as a community, we work to hold each other accountable as we collectively follow the teachings of Christ. Choosing to attend Warner University means appreciating our guiding principles and choosing to abide by our community commitments. Warner has established on-campus behavioral expectations for all full- and part-time students out of a desire to encourage an environment appropriate to its purposes. We designed these expectations to preserve the ethos of the campus community.

Understanding that we all may sometimes miss the mark, we believe in grace and strive to be a restorative community (More can be found in the Student Handbook under the Student Life tab.) [Click here](#)

### **We Stand for Truth, and We Affirm and Honor Scriptural Principles**

At Warner University, we pursue Biblical truth and use Scripture as our reference point for living. While Scripture does not provide specific guidelines regarding all human behavior, it does provide teaching and principles that can guide the choices and decisions we make. We believe the Bible has the final say in all matters of faith and practice (2 Peter 1:3). Out of a desire to foster a healthy, safe, and encouraging community environment, we commit to the following individual attitudes and behavior and understand that the below practices are not acceptable and will be responded to, as deemed appropriate, by the administration:

- Lying, plagiarism, cheating, theft, premarital sex, adultery, homosexual behavior, pornography, and infringement upon the rights of others. Warner University is a drug, alcohol, and tobacco-free school. The possession, use, and distribution of these items, in any amount, on campus is strictly prohibited.
- Students are expected to adhere to the local community, state, and national laws and to report deviations of the same.

### **We Show Respect to Others**



As demonstrated in all areas of our speech and conduct, we strive for respect toward one another on our campus and beyond, including the online environment. We strive to keep our words positive, encouraging, and edifying. We refrain from slander, lying, gossip, bullying, and the use of vulgar or offensive language - Speak to Build {Eph 4:29, Col 4:6} Listen to Become more Godly {Eph 5:1}. We respect each person's personal belongings and privacy (within the context of accountability), and we ask permission before touching another person's property. We respect authority; therefore students are expected to be responsive to and respectful of all Warner University staff, faculty, and employees.

### **We Commit Ourselves to the Biblical Practices of Human Dignity {Romans 13:7-10}.**

In the context of God's grace, we value the racial, ethnic, gender, and religious diversity of our community. We honor each person's unique gifts and dignity; show redemptive grace and compassion to each other by speaking the truth in love; and foster an environment of transparency, authenticity, and unconditional love. We agree that preserving human dignity and protecting each other honors God and that harassment of any kind (verbal, sexual, racial, ethnic, etc.) will not be tolerated. These principles of the university are intended to help the members of the community live in unity. By signing Warner's admission application, students acknowledge and agree to our community commitments and the responsibilities outlined in the Student Handbook. (The Student Handbook can be found on our website under the Student Life tab.) [Click here](#) The Student Handbook expands upon these community lifestyle expectations. **Failure to read the Student Handbook does not excuse students from the requirements, regulations, and consequences described therein.**

### **Behavioral Expectations**

Members of the University community voluntarily commit to abide by the following standards of behavioral expectations. The behavioral expectations listed below give a fuller view of Warner University's expectations and are guided by Scriptures such as these:

*You shall love the Lord your God with all your heart, and with all your soul, and with all your mind...And...you shall love your neighbor as yourself. -{Matthew 22: 37-40}*

*Each of you must look not only to his own interests, but also to the interests of others. -{Philippians 2:4}*

### **Alcohol/Tobacco/Drug Expectations**

Warner University is an alcohol, tobacco, and drug-free institution. Alcoholic beverages are not served or consumed at any University functions or programs on or off campus. Undergraduate students over the age of 21 are not permitted to consume alcoholic beverages out of respect for others and the good of the community. Warner University traditional students must refrain from the use of any kind of tobacco (including vaporizers, e-cigarettes and jules), or any other drug. The possession, use, or distribution of illegal substances is also strictly prohibited, including Warner sponsored off campus events. Photographs/advertisements of alcohol, tobacco and/or drug consumption posted on social media can be considered as evidence of use by a student and are viewed as grounds for discipline. Paraphernalia promoting or exhibiting or alluding to alcohol, tobacco, or drugs are not permitted in Residence Halls, or any area on campus or during University sponsored events off-campus (including wall posters, clothing, social media, or other platforms not specifically mentioned herein)

#### **1. Alcohol and Drug Policy and Procedures**

Warner University's commitments uphold the following standards related to the consumption of alcohol, tobacco, and drugs. Students who violate the alcohol, tobacco, and drug policy are subject to disciplinary action up to and including dismissal. All legal drugs must be used in the prescribed manner provided on the label, or by a board certified physician. Warner University's goal is to achieve compliance with our Alcohol, Tobacco and Drug Policy by responding to students who violate the policy in a restorative and redemptive manner whenever possible. However, students in violation of this policy are subject to University discipline

#### **2. Alcohol and Drug Possession and Use**

The use, distribution, or possession of any alcoholic beverage or illegal drug, or the abuse of prescription drugs is prohibited on the Warner University campus or at any Warner University sponsored event. In Florida, underage drinking is illegal and possession of an alcoholic beverage by an underage person is a second-degree misdemeanor. Alcoholic beverage containers, drugs, or devices used for an illegal or banned substance found in Residence Halls, lockers, or vehicles will be considered evidence of use by any occupying student in the space where these items are found. All

students occupying a room are responsible for the items (drugs/alcohol/containers/paraphernalia/etc.) in a room and will be held accountable. A student who exhibits clear impairment by alcohol and/or drug use or consumption will be assessed, evaluated and will be subject to Warner University student conduct process; it is possible that the intervention of local law enforcement may be utilized. Violation of the alcohol and drug policy is considered to be very serious and is viewed as a concern for both the student in question and for the Warner University community which is impacted. Individuals who violate this policy will be subject to disciplinary action. **(Athletes using steroids or any substance on the NAIA Banned Substance list will be suspended from their athletic team for a minimum of two semesters.)**

### 3. Tobacco & Nicotine-Free Possession and Use

Warner University is a tobacco and nicotine-free institution. Tobacco and nicotine products and devices such as chewing tobacco, cigars, hookahs, cigarettes, e-cigarettes/vapes, hemp, containers, ashtrays and spit cans are prohibited through Warner University's policies. Although the use, distribution, or possession of tobacco or nicotine is legal for those over the age of 21, this type of activity is prohibited on Warner University's campus and at any off-campus Warner sponsored events. This mandates that there is to be no usage, possession, or distribution of tobacco, nicotine, or e-cigarette products. Paraphernalia and/or containers of any of the above will be considered evidence of use. Individuals who violate this policy will be subject to disciplinary action.

### 4. Medical Cannabis/Marijuana

*Cannabis/Marijuana and Medical marijuana are not permitted on campus or at any University sponsored event or trip under federal law.*

Even students with legal medical clearance for such substances are not allowed to use it on the campus of Warner University or at any Warner University sponsored event.

Students who are registered with the State of Florida for medical marijuana must register with the Office of Student Life to avoid being subject to the Alcohol and Drug policy of the University. Students who test positive for any drug, including Marijuana, without proper documentation are subject to discipline from the Office of Student Life (up to and including potential

dismissal). Students who produce the proper paperwork after testing positive, may still receive consequences for not self-reporting prior to the official discovery.

As a private university, Warner reserves and exercises the right to deny athletes who use drugs (illegal or legally sanctioned) the privilege to play. Athletes who are legally and medically cleared by a certified physician to use, otherwise, illegal substances will be allowed to pursue their education at Warner. However, those athletes will not be allowed to participate in any Warner athletic sport (practices or official contests) unless tests demonstrate that they are free of any substances. These athletes may be subject to selective drug tests prior to any practice or official contest. Athletes who test positive for any banned drug in their system will not be allowed to play on any Warner team.

#### 5. **Theft**

Theft is the removal of another person's personal items and belongings, with or without the intent to steal, without permission, and is prohibited and considered a criminal offense. All students should take precautions against theft. It is recommended that students not leave valuables in their rooms during vacation periods. Students are strongly encouraged not to leave their property unsupervised. Belongings left in lounges or other common areas may be removed and placed in lost and found. Most incidents of theft in the Residential Halls occur as **CRIMES OF OPPORTUNITY** when rooms are left unlocked. Students are advised to keep their personal spaces secured all times. The University assumes no responsibility or liability for the personal property of students. If something is stolen, report it immediately to Campus Safety/Security at (863) 638-7232.

#### 6. **Illegal Entry/Trespassing**

Any student who illegally, or otherwise without permission, enters another student's room and/or other Warner University buildings will face University disciplinary action up to and including criminal arrest. Unauthorized presence on, or use of any Warner University property, is prohibited, as are unauthorized visitations in Residence Halls or intentionally trespassing in areas from which individuals have been banned by previous order (i.e. Residence Halls, Dining Hall, athletic buildings/fields).

## 7. Dating Behaviors

All students, regardless of age, residency, or status, are required to abstain from cohabitation, pre-marital or extramarital sexual behavior, or same-sex romantic relationships. Conduct in male-female relationships should reflect honesty, respect, responsibility, and good taste, both in public and in private. Prolonged and obviously intimate public displays of affection are discouraged.

## 8. Sexual Misconduct

Sexual misconduct is prohibited and includes, but is not limited to, premarital sex (homosexual and heterosexual), adultery, pornography, indecent exposure, sexual harassment and voyeurism (The practice of gaining sexual pleasure from watching others when they are naked or engaged in sexual activity).

## 9. Sexual Harassment/Title IX

Sexual misconduct and sexual harassment in any form will not be tolerated. The University will respond to reports of sexual harassment, including sexual violence, as part of its efforts to stop harassment and prevent the reoccurrence of sex discrimination.

Students who need to file a complaint regarding sexual harassment may go to this form:

<https://warner.formstack.com/forms/titleixcomplaintform>.

The University reserves the right to suspend or dismiss any student who violates the Sexual Harassment and Title IX Grievance policy.

**If you have experienced or are currently experiencing sexual harassment/assault, STOP READING HERE. Immediately contact the Vice President of Student Life, Title IX Coordinator, at [studentlife@warner.edu](mailto:studentlife@warner.edu) and (863) 638-7606, or Security at (863) 638-7232, or 911. You can also go to the Title IX Section on pages 73-76 and follow the guidelines under the sexual assault section.**

The full text of the Title IX policy with complaint procedures is on file in the Office of Student Life or can be found at <https://warner.edu/offices/title-ix/>. Be aware that University officials are bound by law to report Title IX complaints in a timely manner. Warner personnel are not allowed to keep Title IX complaints confidential. Some level of disclosure may be necessary to ensure a complete and fair investigation and to ensure the University meets its obligations under Title IX and other applicable law. The University may be limited in its response and investigation if confidentiality is requested. Even

absent a request for confidentiality, every reasonable effort will be made to protect the privacy of all parties involved in a sexual misconduct complaint.

#### **10. Harassment or Bullying**

Harassment of any kind, including online, is prohibited by Warner University policy. Non-sexual harassment includes any comment, action, or type of behavior that is threatening, insulting, intimidating, or discriminatory and upsets the community. Any form of coercion, extortion or sextortion in any form is prohibited.

#### **11. Cyberbullying**

Cyberbullying consists of any of the following: taking or circulating unwanted pictures of someone, spreading rumors and making mean or hurtful comments online, stealing account information, hacking into accounts, or using burner accounts to post damaging material as another person. Any form of cyberbullying is prohibited and will be responded to with disciplinary action including potential dismissal.

#### **12. Inappropriate Electronic Communication**

Sexting is sending photos, videos, or text messages to solicit sexual attention, activity, or behavior. This includes but is not limited to: nude or partially nude pictures and/or videos, sexually explicit songs/GIFs, text messages with coded emojis, and sexually suggestive videos. Sexting is prohibited and will be responded to with disciplinary action including potential dismissal.

#### **13. Discrimination**

Each individual is to be regarded as a person of worth and dignity, and members of the community are to be sensitive to each person's special needs. Therefore, discrimination against others based on race, ethnicity, age, sexual orientation, national origin, gender, or disability is not acceptable in any form.

#### **14. Hazing**

##### **Anti-Hazing Policy Statement**

Hazing is abusive, degrading, psychologically damaging, and may be life-threatening. It is unacceptable in all forms and has no place in the Warner University community. Student groups, organizations, and athletic teams are important contributors to a vibrant and positive campus life and

are expected to act in accordance with the Student Code of Conduct and to treat others with respect. Hazing by individuals and student organizations is prohibited in any form both on campus and off campus.

## Definitions

### 1. Hazing

Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

- Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury. The following are non-exhaustive examples of conduct that causes or creates such a risk:
  - o Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
  - o Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
  - o Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
  - o Causing, coercing, or otherwise inducing another person to perform sexual acts;
  - o Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
  - o Any activity against another person that includes a criminal violation of applicable local, Florida State, Tribal, or Federal law; and
  - o Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

## **2. Student Organizations**

An organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

### **Reporting Incidents of Hazing**

Warner University encourages the reporting of incidents of hazing and takes every such report seriously. It will investigate all reports diligently and thoroughly in accordance with the Student Code of Conduct and/or other applicable policies and procedures. Individuals found responsible for committing, soliciting, encouraging, directing, aiding, or recklessly permitting hazing to occur will be subject to disciplinary sanction that could include suspension or expulsion.

Any person may report hazing in person, by mail, by telephone or by electronic mail, using the contact information listed for the Student Life Office

### **Private and Confidential Reporting**

Warner University will respect the privacy of reporters but cannot guarantee confidentiality for hazing reports. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and/or to comply with other appropriate Warner University policies and procedures, and any federal, state and/or local laws, rules and regulations. Warner University will limit the disclosure as much as possible, even if the institution determines that the request for confidentiality cannot be honored.

Offices and officials who are confidential resources will not report to law enforcement or university officials without a complainant/reporting party's permission, except for extreme circumstances, such as a health and/or safety emergency.

Warner University recognizes that students are sometimes reluctant to report hazing activity, due to a fear of potential consequences for their own conduct. For this reason, the University has adopted an amnesty policy



which states that a student who acts in good faith to report activity that may fall within the definition of hazing and/or a victim who cooperates fully as a witness in the investigation and disciplinary process may not be subject to student conduct sanctions related to their own participation in hazing behavior and other violations of the student conduct policy including violations related to alcohol and/or drug violations, as determined by the University in its sole discretion. Violations of state or federal law will still be report to local law enforcement.

### **Investigation Process**

After a report is received, Warner University will quickly review the submission and determine the next appropriate actions. If a report is criminal in nature, local law enforcement will be contacted. Warner University will also conduct its own investigation to prevent a recurrence of the alleged hazing and to determine if there are potential violations of the Student Code of Conduct and/or any other applicable processes depending upon the nature of the complaint.

### **Retaliation**

No person may intimidate, threaten, coerce or discriminate against any individual because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Hazing Policy and Procedure. Complaints alleging retaliation may be filed with the Student Life Office.

### **Hazing – Individual and Organizational**

An individual student or group of students that intentionally, knowingly, or recklessly causes or creates an unreasonable risk of harm to another student as a requirement for initiation into, affiliation with, or continued membership of a recognized or unrecognized student organization, regardless of whether a student willingly participates. This may apply but is not limited to Greek organizations, clubs, Student Government Associations, and athletic teams. Examples of hazing include but are not limited to:

- whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;

- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, Florida State, or Federal law.

In the case of students participating in a student organization unrecognized by the campus that contains two or more members that are students enrolled at the campus, such individual students may be subject to a charge or charges of hazing on an individual basis.

#### **15. Vandalism**

Respect for personal, institutional, and public property is expected and community members are to care for the property of others with the same kind of care they would give their own. Vandalism or damage to property is not permitted.

#### **16. Unlawful Detainment or False Imprisonment**

Students may not purposefully or willfully restrict or restrain a person or persons from moving about freely. Restricting one's movement on or off campus may constitute false imprisonment.

#### **17. Concern for Others**

Members of the community are not only committed to abide by the standards of the University as outlined in the Student Handbook and the University Catalog, but are also expected to contribute to the growth and maturity of others. Members are expected to discipline their own actions by adhering to the principle of consideration of others before themselves. The creation, dissemination, or display of offensive items or materials that disrupt the Warner Community and its biblical principles including, but not limited to, photographs, graphics, symbols, video, or audio recordings may be responded to with disciplinary action.

#### **18. Respecting University Officials**

Warner University students and guests must show respect for and follow the requests of University administration, faculty, and staff, including Resident Assistants and Campus Safety/Security officials, as they carry out their assigned duties. Providing false information or failing to provide information to a University employee, interfering with a University employee while they are performing their duties, or being uncooperative or verbally or otherwise

abusive to a University employee is unacceptable. Abusive behavior includes, but is not limited to, physically threatening conduct, verbal threats, use of profanity, name calling, or non-compliance of a University employee's directions.

#### 19. **Social Media and Online Presence**

The University is aware that students communicate with each other in blogs, Facebook, Twitter, Instagram, TikTok, and other digital and social media; however, the University does not monitor these communications and is not responsible for the contents of them. While the Office of Student Life does not specifically seek incidents of policy violations on Instagram, Facebook, Twitter, Snapchat, or any of the various means of student communications, we will address and respond to any incidents brought to our attention.

#### 20. **Modesty**

Corinthians 6:19-20 says, "Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies." **In observance of this biblical principle in the Warner community, we respect our bodies by dressing modestly at all times in public spaces, (especially classrooms, Rigel Student Center, South Lake Wales Church of God, and Administrative buildings). Students dressed inappropriately may be engaged in conversation and asked to change clothes.**

#### 21. **Pregnancy Care Plan**

It is our position that premarital sex is against the will of God for believers; however, we also hold that Warner is a Pro-Life institution of Christian higher education. Thus stated, any student who is discovered to be pregnant (or to have fathered a child) will be supported with grace and care. Our Pregnancy Care Plan is designed to help restore and prepare students who find themselves facing an unplanned parenthood. Through this initiative, students will be given the resources and the discipleship necessary to navigate life as new parents and growing believers. Unwed students must be willing to commit to abstinence going forward.

#### 22. **Cohabitation Policy**

In order to protect students from the appearance of, and potential for inappropriate sexual behavior (as outlined under Behavioral Expectations),

students are prohibited from sleeping in the same space as a non-related person of the opposite sex (including but not limited to an apartment, dorm room, bedroom, hotel room, parked car, or tent). This applies to both long-term and short-term housing. If students have questions regarding this policy, they should contact the Office of Student Life.

### **Unbecoming Conduct**

Any behavior or action by a student that is inconsistent with Warner University values or community commitments. Lewd, immature, disrespectful or immature actions are examples of behaviors that would be inconsistent with the expectation of a Warner University student.

## **WARNER'S REDEMPITIVE ACCOUNTABILITY PROCESS**

### **OVERVIEW and VISION**

Following Hebrew 12: 6-8, all Warner Student Discipline is issued from a place of love.

*Hebrews 12: 6-8 "Because the Lord disciplines the one he loves, and he chastens everyone he accepts as his son. Endure hardship as discipline; God is treating you as his children. For what children are not disciplined by their father? If you are not disciplined—and everyone undergoes discipline—then you are not legitimate, not true sons and daughters at all."*

We value every student and desire to cultivate a culture of accountability for the purposes of student growth through discipline. Our goal is to fully restore students to the Warner community. Student Life proactively helps students self reflect and course-correct. In accordance with our Student Life values students can expect to be met with hospitality, grace, and accountability in all situations, including discipline.

### **Hospitality**

Warner seeks to make recipients feel valued, wanted, and well taken care of. Throughout the discipline process, students will feel hospitality in the care that Student Life provides for them and our aim is that this care will foster discipleship. Discipline helps us become better disciples of Christ, and any student who finds themselves in a disciplinary dilemma can expect to be developed and invested in by Warner Faculty and Staff.

### **Grace**

Grace by biblical standards, is the undeserved favor of God given to humanity because of His unconditional love for us. The graciousness of God towards us inspires the disciplinary responses of Warner Student Life to handle students with grace while encouraging renewal and restoration. Our goal in all things, including discipline, is to encourage and empower students toward growth.

### **Accountability**

Students will be held accountable for their actions and they will be restored when they fall. We will follow Christ's biblical model of grace with accountability in an effort to best serve our students and to help them course correct. Jesus called people up into a life of obedience and trust, Warner's disciplinary responses seek to do the same.

### **Student Growth Initiative**

Warner believes that students who come forward and confess missteps or behavior that breaches the Community Commitments should be handled differently than those who must be caught in order to confess. Students who come forward to a Student Life staff member and confess digression from Warner's Community Commitments will walk through a restorative process different from the disciplinary process. Warner appreciates a student's willingness to be proactive in their growth by coming forward, and will work with students as long as they are open to correction, are teachable in spirit, and exhibit remorse for their actions.

Students coming forward will meet with the Student Life Staff to formulate a restorative plan that:

- Gives the student mentors/leaders within the community.
- Gives the students a fair chance to right any wrongs.
- Redirects the student on the road to Christian discipleship.

Ultimately, the student growth initiative is designed to provide an opportunity for students to voluntarily come forward and deal with significant issues in their lives. It is not designed to help a student avoid consequences for behavior after being caught.

**Note: Students should know that Warner may have a legal responsibility to report certain criminal activity.**

## **Reporting**

It is the responsibility of all Warner faculty/staff/students to report discipline by utilizing the Incident Report Form. [Incident Report Form](#) This form is used for violations of the Community Commitments and the Student Handbook. Where appropriate and safe, students are encouraged to follow Matthew 18 and speak directly to their peers regarding violations. We ask that students have their peers come forward and speak with a Student Life staff member.

If a student is unresponsive and does not take corrective action, then the reporting student will need to involve Student Life Staff. We hope our students will lovingly encourage their peers to uphold Warner's Community Commitments.

### **Disciplinary Response**

Student Life reserves the right to determine the seriousness of offense and offenses may be raised or lowered at the discretion of the Vice President or Assistant Vice President for Student Life on a case by case basis.

The Office of Student Life generally considers the restorative discipline process when responding to violations; however the following will also be taken into consideration:

What offense was committed? Who was impacted by the offense? Student's response to authority when confronted. Were any laws broken?

**Below are a list of some of the offenses, but this is not an exhaustive list.**

- Inappropriate response to University officials
- Inappropriate PDA
- Hall violations
- Trash
- Misuse of University property
- Inappropriate Dress
- Profanity
- Trespassing
- Alcohol/Tobacco/Vape//Drug use and possession
- Sexual misconduct (consensual)
- Disrespect
- Harassment (bullying, verbal threats, social media stalking, mean spirited speech, etc.)
- Vandalism
- Sexual misconduct (adultery, indecent exposure, voyeurism)
- Sexual misconduct (non-consensual)

- Sexual harassment/Title IX violation
- Hazing
- Discrimination
- Theft/larceny
- Cyberbullying (sexting, taking or circulating unwanted pictures of someone; hacking into accounts, and spreading damaging rumors, etc.)
- Physical endangerment and harassment (physical and/or death threats)
- Causing physical harm to another person
- Possession of weapons and/or representation of such
- Illegal Drug Distribution
- Unbecoming Conduct

Violations of infractions will result in a verbal/written warning being issued and placed in your file. Violations may also result in the following sanctions, depending on the severity of the offense:

- Written disciplinary action
- Probation
- Loss of privileges
- Restitution/Fines
- Restorative Assignments
- Service hours
- Supervised weekly bible study sessions
- Mentorship
- Dismissal
- Suspension from university, activities, sports, or classes
- Loss of visitation
- Counseling referral
- No contact-contract
- Mediation
- 3rd Millennium conflict resolution, drug and alcohol courses
- Meeting with the Assistant Vice President for Student Life

**This list is not exhaustive. Other sanctions may be imposed to those specified above by the Vice President or Assistant Vice President for Student Life.**

**Students violating Community Commitments and Behavioral Expectations may be entered into a Redemptive Discipline Plan including Student Enrichment and Student Consequences.**

### **Student Enrichment**

Students are assigned to an experience intended to help them course correct. Throughout this process, we encourage students to reflect on

their decisions and commit to choosing a more productive path. Elements of the student enrichment experience may include things such as mentoring, book study, written reflections, community service, educational assignments, counseling, attending specific Spiritual Growth Opportunities, etc. The length of time or number of sessions for Student Enrichment will depend on the seriousness of offense and student reaction.

### **Student Consequence**

Students may receive discipline in the following categories:

- a. **Activity Suspensions/Community Service**-Students may receive an Athletic Game/Club/Social Group suspension. The amount of the suspensions will vary based on the severity of offense. **PLEASE BE AWARE:** When students are out of season for their activity their game or club suspension will be withheld until the official season/session begins. This means that students could miss official games/events during the season for violations committed in the previous semester. First time Tier Two offenses typically result in a 10% suspension of games/competitions. Suspensions are to be served at the next opportunity. It may not be delayed for a later competition date. Community service hours and location will be based upon severity of violation and determined by the Assistant Vice President of Student Life.
- b. **Fines/Restitution**- Certain behaviors may be addressed through monetary fines, or compensation for damages or loss of property resulting from misconduct. Student Life fines will be issued within two weeks of the infraction, damages or violations. Some circumstances may require a longer time frame but the student will be kept abreast of the situation.
- c. **Training**- In some situations, students will be required to enroll in a restorative discipline course (Third Millennium) as a response to their actions and students are required to cover the cost of the course (typically \$60)
- d. **Written or Verbal Apologies**- If another party has been wronged by a student's behavior, a formal apology may be required. (verbal and/or written)
- e. **Disciplinary Meetings**- All students violating Community Commitments are required to meet with Student Life Administration as requested.



- f. **Disciplinary Hold-** A student may have a hold placed on their student account until all disciplinary requirements have been fulfilled. Failure to attend requested meetings will increase the disciplinary consequences.

### **Student Responsibility**

Please be aware that student participation in the discipline process is mandatory. Unexcused absences from disciplinary assignments may lead to dismissal from Warner University. Students are responsible for communicating with Student Life personnel/faculty/coaches/club advisors, etc. when disciplinary measures are assigned to them. Student Life will not track down a student to attend or complete any assignments. Fulfilling all requirements is the sole responsibility of the student. Students who do not fulfill disciplinary assignments in the allotted time frame may receive additional consequences. Student Life reserves the right to alter disciplinary measures at any time.

### **Probation and Dismissal Guidelines**

- **Disciplinary Probation** - A disciplinary status permitting the student to remain in school under specific terms designated by the Assistant Vice President of Student Life. While on probation, if a student has any further violation(s) of University policy or procedure, disciplinary measures facing the student will be more severe and will likely lead to dismissal.
- **Disciplinary Suspension** - This status involves the suspension of the student's academic and athletic privileges for a specified period of time. Students under disciplinary suspension are not permitted to live in the Residence Halls. After the suspension has passed, the student may return to Warner without reapplying.
- **Disciplinary Dismissal** - This status separates a student from the University. Depending on the situation, dismissal can be for a semester or an indefinite period of time. The conditions for readmission (if any) will be stated in a letter of dismissal. A student who has been dismissed must leave the campus within 24-48 hours after a letter of dismissal is received unless approved arrangements have been made with the Assistant Vice President of Student Life. In some instances readmission may not be available to a dismissed student.

- **Immediate Dismissal** - Warner University reserves the right to immediately dismiss any student who has engaged in activity that is causing immediate harm to the University community. The Vice President of Student Life shall make all decisions regarding immediate dismissal.

### **Appeals Process**

Warner University will respond to violations of the student code of conduct accordingly and will receive a disciplinary response in accordance with the type and severity of the violation.

Students may appeal a disciplinary response within 48 business hours if it meets one of the following criteria::

1. New information is available that was not available at the time of the initial meeting;
2. A substantial error in due process;
3. Or the response is inconsistent with the type and severity of the violation.

**Students have 48 hours (2 business days) to appeal all disciplinary responses.** If an additional amount of time is needed, students may request an extension via email to [studentlife@warner.edu](mailto:studentlife@warner.edu) within the 2 business days. Appeals can be submitted directly to [kevin.abel@warner.edu](mailto:kevin.abel@warner.edu)

### **Parental Notification**

In accordance with the federal law, Warner University is prohibited from sharing any information regarding a student to parents, without a student's consent, per FERPA. **A FERPA form must be completed and on File.**

The Office of Student Life administration can disclose certain information to parents or guardians during certain circumstances. An administrator reserves the right to notify the parents of a student's actions in the following situations:

1. If the student is in serious danger, or is perceived to be a danger to himself/herself, staff, faculty, or other students - physically, mentally, or in any other way.
2. If the student is transported to the hospital.
3. If the student is a victim of a crime
4. Any circumstances, when the University deems it to be absolutely necessary.

### **Medical Amnesty**

Warner is committed to the health, safety, and well-being of all students. Students are encouraged to call 911 or seek medical attention when there is an immediate threat to their health or others. At times, students might be hesitant to seek medical or emergency help or hesitant to report an incident to University officials due to fear that they will be held accountable for policy violations (i.e drinking alcohol). Out of the concern for students' well-being, Warner seeks to eliminate perceived or actual barriers and encourages immediate and timely reporting. Therefore, students who ask for help or seek medical assistance **for themselves or others** will be given conditional immunity from being charged with policy violations related to the particular incident. While there may be no student disciplinary consequences for an individual(s), the University may provide required student enrichment, help, support, and education to the individual(s).

If you or someone you know is abusing alcohol or drugs and is believed to be a danger to themselves or others, please see the health and wellness sections on the Marchman Act on page 29. Reach out to the Office of Student Life for treatment or support.

*For a listing of the State of Florida statutes regarding alcohol and drugs, please contact the Office of Student Life or see the following link:*

[http://www.leq.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0800-0899/0893/0893.html](http://www.leq.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0800-0899/0893/0893.html).

## **WARNER DRUG TESTING PROCEDURES**

It is the policy of Warner University that all students are subject to drug tests if an authorized University official/personnel has a reasonable suspicion that such a test is warranted. The University personnel requesting the drug test must speak to the student in question prior to the test being administered. As a condition of enrollment, each student consents to random drug testing to be done at the discretion of the University. Refusal to participate in a drug test could warrant discipline from the University up to and including dismissal. Please see page 33 of this publication for a full explanation of policy related to alcohol, tobacco, and drugs. Additional drug testing information can be found in the Residential Contract section on page 48 and page 58 in the Residential Contract.

### **I. On Campus Drug Testing**

Drug tests on campus will be conducted by Student Life and Athletic personnel. Area Coordinators are the primary personnel who will conduct drug testing.

### **II. Off Campus Drug Testing**

In some circumstances students may be required to schedule an off campus drug test through Quest Diagnostics. If students test positive they are responsible for all testing costs. If students test negative, Warner University will cover all testing costs.

- a. Steroid drug tests: if the Athletic Trainer and/or Head Coach suspect steroid usage, a drug test through Quest Diagnostics will be required.

### **III. Students Should Know That**

- a. All students must be able to pass a drug test at the start of each semester.
- b. Individuals may be drug tested if reasonable suspicion or sufficient evidence is found, i.e. pictures, videos, eye witnesses, smell, or change in behavior, etc.
- c. Students may be patted down for drug tests. The individual may be asked to move/adjust clothing, but will never be asked to remove clothing for any portion of the test. There will be two observers in the room.
- d. Students who fail a drug test are subject to disciplinary action from the University (See Redemptive Discipline Section)
- e. For students who have failed a drug test and are entered into a Redemptive Discipline Plan, a follow-up drug test within 30-45 days will be required.  
Failure of any follow-up drug test may warrant dismissal from the University.

### **IV. Timeframe for conducting drug tests**

Students are required to report to the Office of Student Life within one hour after receiving notice of a drug test. Selected students will be notified via email and text. Students who are off campus during random selection will be allowed to reschedule the drug test.

**Once students report for testing, they are not permitted to leave until the test is complete.** The Assistant Vice President of Student Life will provide a letter for any classes missed due to drug testing.

- V. Random Drug Tests** – Testing will be conducted at the discretion of Student Life Administration (typically once or twice a semester). The purpose of testing is to deter Warner students from using prohibited substances.
- a. Random Timing - Dates and times of drug tests will be randomly chosen by the Office of Student Life each semester
  - b. Random Sample of the student body – A random sample of the entire student body will be chosen using the RAND function in Google Sheets
  - c. Drug tests are not conducted based on rumors or anonymous tips.

### **Athletic Drug Testing**

Coaches may choose to randomly drug test their athletes at any time or they may choose to drug test the entire team. Please be aware that in these situations coaches may administer the drug tests instead of Area Coordinators.

## **Spiritual Life**

Chapel is the central point of community for Warner University where students, staff, and faculty come together to worship. Our purpose is to meet our students wherever they are on their spiritual journey and help lead them into a growing relationship with Jesus Christ. Warner University is committed to holistically guiding every Warner student toward Christ-like character and intellectual maturity while equipping them to serve. To achieve this, students are assigned Spiritual Growth Credits to accrue throughout the semester. All Spiritual Growth Opportunities are led from a Christian worldview with Scripture as the guiding authority. Spiritual Growth Credits may be earned at approved events marked by the phrase, “For Credit” and must be approved by the Spiritual Life Office.

### **Spiritual Growth Credit Requirements**

#### **Residential Students**

Residential students must earn 21 Spiritual Growth Credits. 10 of these must be accrued directly from attending Warner’s weekly Chapel service **in-person** at South Lake Wales Church of God. The other 11 indirect credits

may be accrued through any combination of **direct or indirect credit offerings**.

### **Commuter Students**

Commuter students must accrue 16 Spiritual Growth Credits. We encourage commuter students to complete at least 5 of these credits by attending weekly chapel, but all 16 credits may be accrued through any combination of **direct or indirect credit offerings**.

### **Types of Direct and Indirect Credit Events**

|                     |   |
|---------------------|---|
| <b>Fellowship</b>   | <p><b>Prayer at the Clock Tower-</b> Weekly opportunity to pray together for individual needs, our campus, missions, etc.</p> <p><b>Bonfire-</b> Hosted by Community Life, Bonfire is a weekly gathering of students with a devotional and smores.</p> <p><b>FCA-</b> Weekly opportunity to gather with other athletes and learn and grow together as leaders in the Warner community and our faith. All students are welcome.</p> <p><b>Pickleball &amp; Devo-</b> Head over to SLWCOG each week for some pickleball and to hear the Word.</p> <p><b>Pop-Up Worship-</b> Push pause on the week and come worship and pray with other students. Meets bi-weekly.</p>  |
| <b>Discipleship</b> | <p><b>Students who would like to deepen their Christian faith or begin following Jesus Christ.</b></p> <p><u>Chapel-</u> Warner's most prominent Spiritual Growth opportunity and gathering is the University Chapel experience. Chapel is a weekly community time of worship and praise. This time provides an opportunity to hear scripture proclaimed, receive encouragement from one another, and to glorify God together.</p> <p>Chapel is every Wednesday at 10:05 AM, unless otherwise stated, at South Lake Wales Church of God in the Christian Ministry Center. Students are asked to walk to Chapel rather than drive, as parking is limited. <b><u>Students must be present no later than 10:15am and in the gym.</u></b> During Chapel we request that all students conduct themselves in a respectful manner and limit the use of phones (except where it pertains to Chapel participation). Students should remain quiet during services apart from participation in the chapel experience, and respect speakers by paying attention.</p> <p><u>Other Opportunities-</u></p> |

|                |   |
|----------------|---|
|                | Book Studies, Core Groups, Worship Nights, & Courageous Conversations   |
| <b>Serving</b> | <b>Students who desire to exercise Christ like action to others through on or off-campus opportunities.</b><br>Examples include: South Lake Wales Church of God, Lake Wales Care Center; H.E.A.R.T., mission trip opportunities, etc. |

### **Virtual Credits (Indirect Credit)**

Virtual credits are available to athletes who are traveling during the chapel hour and to students who are unable to attend chapel in person. These credits are earned by watching chapel recordings through iAttended and completing the quiz at the end. Virtual credits **do not** apply to chapels attended in person, as we believe that being physically present provides an **irreplaceable opportunity** for spiritual engagement and growth.

Virtual credits also provide a valuable opportunity for commuters to use their travel time for spiritual development. However, please be aware that only a **limited number** of Spiritual Growth Opportunities will be available virtually. **Residential students are expected to engage in person** and should not rely on virtual options to fulfill all of their Spiritual Growth Credits. In-person participation remains the primary way to earn credits, fostering a deeper connection to the Warner community experience.

Please contact the Spiritual Life Office at [spiritualgrowth@warner.edu](mailto:spiritualgrowth@warner.edu) for more information.

### **Spiritual Growth Leadership**

#### **Faculty, Staff, and Student Led Spiritual Life Programming**

Faculty, staff, and students may also develop Spiritual Growth opportunities. Those who wish to develop these opportunities for the student body may fill out a [Spiritual Growth Programming Request Form](#). These opportunities could be Core Groups or stand alone events.

#### **How can I find out about available Spiritual Growth Opportunities?**

A list of Spiritual Growth Opportunities are listed in the iAttended app, advertised on the bulletin boards and entryways around campus, on the University calendar

on the warner.edu website, Spiritual Life Instagram- **@wu\_spiritlife**, and through Warner Shield.

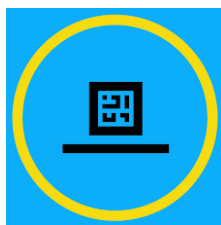
### **Attendance Tracking**

Students are encouraged to approach these experiences prepared to encounter God. Students must be present in the gym and should refrain from studying or using electronic devices for purposes other than participating in worship and community (i.e. scripture, note taking, scanning for spiritual formation credit, etc).

Credit accrual will be tracked through the iAttended app (available for both iOS and Android devices). iAttended is Warner University's platform for tracking all Spiritual Growth Credits. Students will need to download the app from any smart phone by searching the App Store/Google Play for iAttended. Registration can be completed by entering the student name and **school email** address. Student codes or event codes must be scanned to receive credit for attendance. Late arrivals and early departures will not be given credit. If a student is unable to scan for credit for any reason, they must immediately notify the staff member issuing credit at that time. Students are responsible for monitoring their own chapel attendance through the iAttended app.

App Store

Google Play



Students who do not own an individual device such as a smartphone or tablet need to contact the Spiritual Life Office within the first week of the semester to make alternative arrangements to check in with staff at each event.

Students can view Spiritual Growth Opportunities and check course progress throughout the semester from their device.

### **Spiritual Growth Credits as a Graded Requirement**

Students will receive a grade for fulfilling their Spiritual Growth requirements (Residential students 21 & Commuter students 16 students). Students will periodically receive courtesy attendance credit updates from the Spiritual Life Office and will receive end of semester notification of credits completed. Spiritual Growth credits are graded in the form of a Pass or Fail (P/F) on the student's transcript. A grade of "F" will be issued to students who finish the semester and have not met the requirements. Those who fail one semester will have an additional four credits added to the following semester (Residential students 25/Commuter students 20).



Graduating seniors who do not complete their Spiritual Growth requirements may walk in the Commencement ceremony, but the presidential conferral of degrees will not apply to students who have failed to complete Spiritual Growth requirements, and the diploma will not be sent to you from Warner University. Seniors may make up their Spiritual Growth credits by completing the Make Up Period assigned in iAttended for each semester with a failure to accrue credits. Students transferring away from Warner to other institutions will not leave Warner in good standing. If students return to Warner within two years, they must complete the Make Up Period assigned in iAttended for each semester with a failure to accrue credits. If a student seeks readmission to Warner University after two years after transferring, the student's case will be reviewed by the VP of Student Life as to whether the Office of Student Life may re-admit the student.

### **Mid Point Check In**

Students are required to earn half of their assigned credits by the midpoint in each semester.

- Credits must be accrued by noon on the Friday of Week 8 each semester.
- If a student has not earned at least half of their credits by this time in the semester, they may be withheld from participating in any non-academic (extracurricular) activities.
- At the midpoint, students who are **unable to earn the assigned direct credits** by the end of the semester will be withheld from participating in any non-academic (extracurricular) activities.

Non-Academic activities include but are not limited to; sports teams, chapel worship teams, student leadership, etc.

### **Attendance Accountability**

Attendance accountability is tracked using a two step process. For this process we will refer to the following terms: probation and suspension.

| <b>Status</b> | <b>Condition</b>                         | <b>Impact</b>  |
|---------------|--|--|
| Probation     | Failure to accrue credits in a semester. | Warning serves as a notice that a student has failed to accrue all credits assigned. |

|            |  |  |
|------------|--|--|
| Suspension | Two semesters of failing to accrue credits assigned. | Unenrollment from the university for one semester. |
|------------|--|--|

### ***Probation***

A student spends a semester on Warning status after their first failure to accrue credits in a given semester. This status serves as a warning that a student is in jeopardy of Probation in a future semester.

The student will receive an F(Fail) as their grade for UNVCHAPEL and will be notified via email at the end of the semester. A student on Warning will be assigned 4 additional credits to the semester following their failure to accrue their credits and must accrue all Spiritual Growth Credits in that semester (while on Warning) to move to “Good Standing.” A failure to do so will mean a change to “Probation” status.

### ***Suspension***

A student with a probation status from any previous semester will be suspended from the university following their second failure to accrue assigned credits. They will be notified via email and unenrolled from classes.

Undergraduate students suspended for a failure to accrue Spiritual Growth Credits can reapply through the Admissions Office after one semester away. Readmission is not guaranteed; however, the Spiritual Life Office will review all applications. Students must complete the following to be considered for readmission:

1. Submit a letter stating intention to abide by Warner values and expectations regarding spiritual engagement attendance and participation.
2. Fulfill all other readmission requirements.

Students who wish to appeal their Suspension must complete the online Spiritual Life Office’s [Suspension Appeal Form](#). Students who are suspended will be given instructions for the appeals process. A committee will review requests submitted by the deadline. In order to appeal a Suspension, students must meet two of the three following criteria:

1. They have completed the Spiritual Formation Plan in preparation for the upcoming semester.

2. The student has new information that the Spiritual Life Suspension Committee does not already have that should be considered, such as: circumstances outside of the student's control throughout the semester or a bias incident against them.
3. The student has already fulfilled at least 85% of their Spiritual Growth Credit Requirement for the semester.

### **Attendance Integrity**

A student who falsifies his or her spiritual formation credits in any manner will not receive credit for the event and may be required to meet with a representative of the Spiritual Life Office. Students who attempt to defraud the attendance system have committed an **Honesty/Integrity** violation (see the Student Handbook).

### **Chapel Credit Reduction**

| <b>Consecutive Absences</b>  | <b>Non-Consecutive Absences</b>  |
|--|--|
| <p>We realize that unforeseeable circumstances may arise in the lives of students over the course of a semester at Warner. Short-term absences do not qualify for a reduction in spiritual growth credits. Students are responsible to accrue the minimum credits in a semester and it is recommended that students build in a cushion in case a short-term absence is needed.</p> <p>When unforeseen circumstances occur, resulting in an extended absence, the Spiritual Life Office will use the following guide when granting a reduction in Spiritual Growth Credits to a student:</p> <ol style="list-style-type: none"> <li>1. If the student's excused absence is five consecutive class days or less, then there is no credit reduction.</li> <li>2. If the student's excused absence is six consecutive class days or more, then the Spiritual Life Office may request official documentation of the excused absence.</li> </ol> | <p>Chapel credit reductions may be available on a case-by-case basis, at the discretion of the Spiritual Life Office. If you have documentation of excused absences that, though not consecutive, total two or more chapel services, you may be eligible for a reduction. A student must request the reduction within 5 business days of the absence period. The Spiritual Life Office verifies excused absences through official documentation.</p> |

|  |  |
|--|--|
| <ol style="list-style-type: none"> <li>3. A student must request the reduction within 5 business days of the absence period.</li> <li>4. With proper documentation for the excused absence, the spiritual life team will offer ONE direct credit reduction for every 6 or more days that are missed or will be missed.</li> </ol> <p>Possible reasons for a chapel credit reduction with documentation of excused absences from classes are: mental health, mono, concussion, extended illness, hospitalization, surgery, injury, crisis of a dependent or immediate family member, etc.</p> |  |
|--|--|

Some student schedules or circumstances may inhibit the earning of credits in any given semester. When this is the case, students must appeal for reductions ahead of time with the Spiritual Life Office. Reductions must be requested within the first 3 weeks of the semester. In order for a student to be considered for a Spiritual Growth Credit exemption, he/she must submit a Spiritual Growth Credit Reduction Application. This form may be found on the Spiritual Life Page on the Warner website. Reductions are issued on a semester-by-semester basis and must be reapplied for each semester.

*Please contact the Spiritual Life Office at [spiritualgrowth@warner.edu](mailto:spiritualgrowth@warner.edu) with questions regarding reductions.*

### **The following guidelines are used for Credit Reductions:**

#### ***Internships/Practicums/Capstones***

Students who have an Internship, Practicum or a Capstone for the semester may be considered for Spiritual Growth credit reduction for the semester. Internships must require 20+ hours of fieldwork or research per week. This reduction is only for the 10 direct (chapel) credits.

#### ***Class Schedules***

Students with 19 credit hours or more may apply for a reduction. Official Warner class schedules must be uploaded to the reduction application. Students who are granted a reduction are still required to get 10 SGC by attending direct chapel (no courses are scheduled during the chapel time) or indirect credit opportunities. If the student falls below 19 credit hours, they will be responsible for the Spiritual Growth requirements for the semester.

### **Accommodations**

Students with disabilities that prevent them from meeting their Spiritual Growth requirements must get approval for a reduction from **ACE**.

For more information please email: [accomodations@warner.edu](mailto:accomodations@warner.edu)

### **Work Schedules**

Reductions for work may also be granted: Students who work consistently for 25 or more hours per week off-campus may be considered for a Spiritual Growth credit reduction. Students must upload official work schedules to the form. If approved, students would still be required to earn sixteen (16) SGC through other on campus or virtual credit opportunities.

### **Primary Caregivers**

Students who are the primary, full-time caregiver of a family member may request a reduction. It is important to note that Chapel is on the student class schedule because it is required and is valued at a high level. If approved students would still be required to earn ten (10) SGC directly through chapel.

| Student Requirements & Reduction Criteria  | Number of Required Spiritual Growth Credits |
|--|---|
| <b>RESIDENTIAL STUDENTS</b>  | 21<br><br>(10 Direct; 11 Indirect)          |
| <b>COMMUTERS</b><br>Full-time undergraduate commuter students <u>less than 23</u> years of age. No further reductions will be granted beyond the initial commuter reduction.<br><br><b>Employment Reductions:</b><br>Students who work 25+ hours/week (must submit reduction request form and show they are working regularly on Wednesday mornings) | 16  |

|  |   |
|--|---|
| <b>Academic Reductions or Exemptions</b><br>EDU4085<br>AGS4185<br>CRJ4085<br>SWK4085<br><br><b>Employment Reductions:</b><br>Commuting students working 30+ hours/week<br>(must submit reduction request form) | 10 or 0 for academic<br>coursework only |
|--|---|

## COMMUNITY LIFE

### STUDENT ACTIVITIES

Warner University Student Activities are facilitated by the Office of Student Life through the work of Community Life, Residence Life, and Spiritual Life.

Warner University Student Activities sponsors and executes an array of cultural, educational, social, and recreational programs for the student body. Through volunteering, student organizations, and extra-curricular programming, Student Activities provide learning experiences that promote the development of the whole person and can be viewed here.

<https://warner.edu/calendar/>

### POSTINGS OF SIGNS & NOTICES

All

postings must be approved and stamped by the Office of Student Life in the Rigel Student Center. The Office of Community Life will handle display and or distribution. Unapproved postings will be removed and discarded.

### CLUBS AND ORGANIZATIONS

The University experience is a time of growth and development for students. Participation in campus clubs and organizations can foster the education of the whole person: intellectually, socially, and spiritually. Servanthood, community leadership, philanthropy, and scholarship are but a few of the areas in which the clubs and organizations at the Warner University campus aspire to achieve excellence. For a complete list of clubs and organizations, or for information on

how to start a new club or organization, please see the Office of Community Life for information.

### Opportunities to get Involved

#### Participate

##### **In Campus Activities**

Intramural Sports  
Block Parties  
Bonfires  
Athletic Events  
Spiritual Growth Opportunities  
Monday Mindset  
Pickleball  
Beach Trips  
Feel Good Friday

#### Join

##### **A Club or Organization**

FCA  
International Club  
Creative Writing Club  
Country Cattlemen's Association  
FFA  
Collegiate Farm Bureau  
Social Work  
Business Club  
Or start your own

#### Bring

##### **Leadership**

Res Life/RA  
Com Life Leads  
Chapel Planning Team  
Spiritual Formation Team  
Orientation Group Leaders  
Ambassadors  
Worship Team  
Homecoming Planning

## RESIDENCE LIFE

Students have the opportunity to take part in a Christian community experience by living on campus. Living on campus can be one of the more rewarding and important facets of University education. On campus housing is more than just living space; it's an integral part of the personal growth and development of on-campus students. Through various social interactions, students are exposed to a variety of people, and experiences.

Warner University's Residence Halls are supervised by Resident Directors (RD's) who occupy an apartment in each of the Residence Halls. They work with a team of student Resident Assistants (RA's) who come alongside the RD's to create a

safe, healthy and fun environment. Our desire as Residence Life staff is to build community and walk with students as they grow holistically (mentally, emotionally, and spiritually). If you're planning to live on campus, please take advantage of getting to know your Residence Life staff.

### **Condition of Residency Agreement**

The Condition of Residency Agreement is signed at move-in and is required to live in the Residence Halls. The purpose of this document is to establish the terms and conditions of living on campus at Warner University. This document constitutes an agreement by Warner University, (hereinafter referred to as “The University”), to provide a student with a space in student housing. The Warner University Student Handbook is also incorporated by reference into this agreement. By signing this agreement, students are also agreeing to know, understand and follow the policies and procedures contained in the Warner University Student Handbook.

**1. Housing Policy** All full-time undergraduate students are required to participate in residential living (on-campus housing). Students can select housing via the ROAR portal after registering for the academic school year. Students desiring to live off campus must complete the off-campus housing application and meet one of the following requirements:

- 1) The student must reside with a parent or legal guardian within a 50-mile radius of The University,
- 2.) be 21 years of age or considered Senior status,
- 3.) Marriage status. Residence hall spaces are not designed for married housing. If a student’s marital status changes during the academic year, arrangements must be made for off-campus housing and billing will be prorated.

Students are not permitted to have children living in the Residence Halls and students over the age of 26 are not permitted to live in the Residence Halls without special permission from the Office of Student Life. Individuals not enrolled in the University are not permitted to reside in campus housing without completing an overnight guest form. If it is discovered that unenrolled individuals have been staying in the Residence Halls the hosting student will be fined \$50 per day. All student housing is administered through the Office of Student Life.

**2. Assignments** Only registered full-time undergraduate students (minimum of 12 credit hours), are permitted to live in the residence halls. Students may not house unregistered guests or registered students who are not assigned to that space by



the Office of Student Life.. All students living in the residence halls must have an assigned bed from the Office of Student Life. Students found staying in the residence halls without an assignment and students who house students without an assignment may be fined or face other disciplinary action.

**3. Meal Plan** All students living in a Residence Hall are required to purchase a meal plan. Freshmen are required to have the gold meal plan (19 meals) their first full academic year. Transfer and returning students may select either the Gold or Silver Meal Plan (14 meals). Holland residents are required to have a minimum of the 7 meal plan. . No meal plan changes can be made after the Add/Drop date published on the University's academic calendar. Questions regarding meal plan options, service, hours, etc. should be directed to the Office of Student Life.

**4. Billing** The Residence Hall room charge is for the complete academic semester. Adjustments to housing charges, should a student cease enrollment or move off-campus, will be made on the same basis as the tuition adjustment policy stated in the University Catalog and Student Handbook. Adjustments to the student bill will only be made after the student completes the official check-out process. Failure to satisfy the financial obligations accrued under this agreement may result in denial of transcripts, denial of re-enrollment, or other action. Students dismissed from The University for any reason are responsible to pay the housing/meal plan charge for the entire semester. Upon withdrawing or being dismissed, a student has 24-48 hours to vacate the Residence Hall unless noted otherwise. Students remaining in Residence Halls after withdrawing or being dismissed will be fined \$50 per day.

**5. Hall Meetings** There are 2-4 mandatory hall meetings per semester. Students who cannot attend, must communicate with their Resident Director in advance for release. Acceptable reasons for missing hall meetings include sickness, athletic activity, exams, or jobs. Students who do not attend hall meetings will be fined \$50.

**6. Hall Fines and Damages** Students may be fined for various hall violations. Student fines will be placed on a student's account and may appear on a student's bill as a "Student Life Hold." Students will be notified in a timely manner (ideally two weeks) if a fine is being added to their account.

**7. Room Assignment** The University will not discriminate against any room/hall assignments based on race, religion, color, or ethnicity. Hall assignments are based on birth sex. The University reserves the right to assign roommates and/or

to change rooms or hall assignments, including consolidation of occupants, as spaces are vacated. Room changes and room assignments may not be made without the approval of the Office of Student Life, nor may students re-assign or sublet their room to another person. Room change requests may not be made after the drop date for classes unless requested by the office of Student Life.

**8. Occupancy** The Office of Student Life announces Residence Hall opening and closing dates/times for specific academic terms in advance. Students will not be permitted to assume occupancy of assigned rooms before their designated arrival/opening times and students may not stay in assigned rooms beyond the date and time of official Hall closing or designated date/time. Fines will be incurred for occupying a room before or after the designated time. Only the Office of Student Life can authorize early arrivals or late departures.

**9. Pre-Season Housing** Residential students that decide to withdraw from Warner University during athletics fall pre-season will be charged \$50.00 per day for living in Warner University housing and for pre-season meals per the Office of Student Life.

**10. Check-Out** All residential non-graduating students must be checked out of the Residence Halls by 6 p.m. the Friday before graduation. After that point, students will be fined \$100 per day. Graduating students will be permitted to stay through graduation and must check out by 5 p.m. on the day of graduation. Graduating students will have a preliminary check-out the Friday before graduation to ensure they are prepared to check out after graduation.. Vacating campus without a proper checkout will result in a \$100 fine. Once a resident checks out, the University is not held responsible for any belongings left in the residence halls. All personal belongings **MUST** be taken from the student's room when the student checks out of thier room at the end of the academic year, withdraw from the University, or have been dismissed for academic or disciplinary reasons. If a student leaves any personal belongings in their residence hall upon moving out, they will be contacted by their Resident Director via email/text and will have 48 hours to retrieve their items before they are disposed of. Students will be charged an excess trash fine of \$150 if items are left in the residence hall room. Items will not be shipped to students.

**11. Room Keys/Locks** Should a student fail to return their room key, a minimum fine of \$50 per key will be charged. Refunds will not be given should the old key be found. Students are not permitted to change locks and will be fined for the cost of the lock change.

12. **Liability** The University will use reasonable efforts to protect student property, but the University is not liable for the loss, theft, or damage of personal property. Students should secure personal belongings and keep their doors locked at all times. It is recommended that students obtain rental insurance and understand what their insurance covers. If interested, students can purchase rental insurance through Grad Guard (<https://warner.campusconnexions.com/>).

13. **Breaks** All university residence facilities will be closed for Thanksgiving, winter and summer break. Students are not permitted to enter the closed residence halls for any reason. Every student is responsible for finding their own accommodations during Winter and Summer breaks. Students are permitted to stay on campus during Fall Break and Spring Break; however, they must notify their Resident Director if they intend to stay on campus. Please note that with the exception of Fall Break, the Dining Hall will be closed.

14. **Furnishings & Room Condition** Students are not permitted to remove The University equipment or furnishings from any room or common areas in the Residence Halls. (Similarly, room modifications may only be made with the approval of the Assistant Vice President of Student Life and the Facilities Staff.) Painting or any other alterations of the physical structure or property of the Residence Halls by students is not permitted. Students who move any furniture or university property without approval may be fined. During the first week of occupancy, students will complete a Room Condition Inventory form. This form may be used to verify the room condition to avoid future charges. The form will be kept on file until the student vacates the room. At check out, there will be an inspection of the room. Students are responsible for maintaining their rooms and must leave the room in good condition when moving out. Students will be billed for damages to university property, loss of university property, and/or necessary service costs resulting from negligence. When responsibility cannot be ascribed to an individual student, each resident of the room will share equal responsibility for payment of assessed cost. In the event damages to corridors and common/public areas cannot be assessed to an individual student, The University may assess residents an appropriate share of the repair/replacement costs.

15. **Work Orders** It is the student's responsibility to report issues to their Area Coordinators or RA's. Without a documented report, issues may not be resolved. The University will do all it can to repair and address any building, facility, appliance or utility issues. Students understand that there may be delays in repairs and their patience is appreciated.

**16. Room Cleanliness** It is the responsibility of the student to clean and maintain their living space and bathroom. The University is not responsible for cleaning these areas. It is expected that all residents maintain reasonable standards of cleanliness in their rooms, bathrooms, and common areas. Rooms and common areas must be kept clear of trash and waste, and the student must dispose of all trash and waste properly. To help students maintain reasonable standards, rooms will be inspected occasionally by the Residence Hall Staff for cleanliness and neatness on a weekly basis. Students who fail to meet the community expectations for cleanliness will meet with their Resident Director, and possible disciplinary actions will be taken. Cleanliness check fines will be added after a room fails a second time and so on. The University maintains every effort to care for the facilities; however, to minimize pests and rodents, students must adhere to cleanliness policies by keeping rooms clean and food/drinks stored properly. Students may be charged if pests are found in the dorms due to negligence in cleanliness. It is the responsibility of students to communicate and work together in cleaning their spaces. If fines are warranted, and no responsible party can be identified, all individuals in the living space will be fined. Roommate conflicts must be brought to the attention of the RD.

**17. Laundry Room Etiquette** Do not leave items unattended in the Laundry Rooms. RA's will check for left items on their last evening round and will dispose of them. There is no cost for use of laundry facilities in the Residence Halls. The University is not responsible for any lost or stolen items in the laundry room.

**18. May Term** All students remaining on campus for the May term will be required to move to specified housing for the May term. May term housing is not included in the Spring term rate. During May Term, students are held to the same Community Commitments and Student Handbook Policies as during the fall and spring academic terms. Failure to comply with any university policies will result in immediate dismissal.

**19. Pets** Other than fish, pets are not permitted in the Residence Halls. Students who have an Emotional Support Animal (ESA) or Service Animal (SA) and wish to bring their ESA or SA on campus must seek approval through the Office of Accommodations and will be held to all ESA/SA standards and requirements as outlined in The University's Policy. Unauthorized animals in the Residence Halls are not permitted and may result in the loss of housing privileges and significant fines. Students are responsible for all and/or any additional cleaning or treatment

for the damage caused by the ESA/SA.

<https://warner.edu/royal-resources/disability-services/>

**20. Fireworks, Firearms, and Weapons** (including any incendiary devices, airsoft guns, pellet guns, water pellet guns, BB guns, swords, knives, or any realistic representation of such, etc.) are not allowed on campus. See the Student Handbook for more information. Students are not permitted to keep any type of ammunition in their rooms.

**21. Alcohol, Drugs, and Tobacco-Free** Warner University is an alcohol, drug, and tobacco-free institution. WU students will refrain from the use of alcohol, drugs, and tobacco products and tobacco products. Additionally WU students will not possess, use or distribute alcohol, drugs, or tobacco or addictive inhalants in any form, including Jules, e-cigarettes, or vapes. As a condition of enrollment, each student consents to drug testing to be done at the University's discretion. A student's refusal to participate in a drug test will result in an automatic fail and could warrant immediate dismissal from The University. All students are required to come to campus at the start of each semester able to pass a drug test. Fridges brought into the residence hall rooms will be checked during cleanliness checks to ensure alcohol, drugs, and/or tobacco is not being stored in them.

For additional information regarding University Housing or Residence Hall policies please see the Student Handbook.

## **Residence Life Policies**

### **Cleanliness Expectations**

Students are expected to maintain their rooms. This includes, but is not limited to:

- Wipe down all kitchen and bathroom appliances/sinks/showers inside and out
- All food should be sealed and put away daily
- Wash, dry and put away all dishes and utensils in a timely manner
- Clean out the refrigerator
- Take out the trash and place it in the dorm dumpster
- Wipe down all surfaces and walls
- Disinfect frequently touched surfaces like door handles and light switches
- Sweep, mop, or vacuum floors Organize desk and surfaces

- Clean bathrooms (showers, toilets, sinks, toilets, etc.)

Students should be aware that RDs and RAs will be conducting weekly routine cleanliness checks. Students who fail to properly maintain their rooms as outlined above may be fined (see section below).

### **Consequences For Failing Cleanliness Check**

Students should be aware that the level of consequence will be based on the severity of the violation. Cleanliness checks include, but are not limited to, the improper maintenance of dorm space, or trash in dorm spaces, common areas/bathrooms, or any other area of the Residence Hall. For common shared spaces all residents will be fined. RAs will be doing **weekly** and random walkthroughs for cleanliness checks and need to check everything carefully. Anything that is broken or damaged will be documented by the RA and the RD will be notified.

#### **Level 1 (First Offense)**

- Warning (First and only warning.): Warned there will be a fine.
- Email sent by Area Coordinator (AC) and expected to properly clean.

#### **Level 2 (Second Offense)**

- \$25 Fine
- Email sent by AC and expected to properly clean.

#### **Level 3 (Third Offense)**

- \$50 Fine
- Email sent by AC and expected to properly clean.
- Meeting with AC about the situation.

#### **Level 4 (Fourth Offense)**

- \$100 Fine
- Email sent by AC and expected to properly clean.
- Meeting with Assistant Vice President of Student Life
- Community Service Hours (Times TBD)

#### **Continued Failing**

- Additional disciplinary action.
- Possible removal from housing

\*Any property damage will result in repair/replacement cost.

ACs will be doing regular walkthroughs as well as checking cameras should any damage or trash concerns occur. Any violations/issues/concerns caught on camera will be issued consequences. If the specific individual responsible for the damage cannot be identified, all persons in the space will be fined.

### **Open Hall Expectations**

Lobbies and lounges are shared common spaces. Lobby hours are 6pm to 12am. These areas are designated for relaxing, socializing, and entertaining guests. Lobbies and lounges are for the use of all residents and should not be monopolized by small groups who make the atmosphere undesirable with loud noise and/or inappropriate behavior. Cutting hair and other activities that could cause damage to furniture and carpets are prohibited. DVDs and Roku/Firesticks may be connected to lounge television sets with the approval of the AC.

### **Open Hall Hours:**

Monday-Thursday 6pm-11pm

Friday 6pm-12am

Saturday 2pm-12am

Sunday 2pm-11pm

Open Hall hours apply to visitors of the opposite sex. The above hours are the only times students of the opposite sex are permitted to be present in the Room Spaces. Students in personal rooms must have the room door open at all times. Students of the same sex are permitted to visit the Residence Halls freely throughout the day. (Please note-Lobby hours are 6am-12am).

### **Consequences For Open Hall Violations**

Students should be aware that the level of consequence will be based on the severity of the violation, and the response is subject to the AC.

#### **Level 1 (First Offense - Warning Issued)**

- Meeting with the Area Coordinator
- Warning email sent to students involved

#### **Level 2 (Second Offense)**

- Loss of Open Hall privileges for one month
- Conversation with the Assistant Vice President of Student Life

**Level 3 (Third Offense)**

- Loss of Open Hall privileges for the entire semester (or the equivalent time frame)
- Meeting with the Assistant Vice President for Student Life, and entered into Restorative Discipline

**Level 4 (Fourth Offense)**

- Removed from housing

**Quiet Hours**

During the hours of 11pm-7am Sunday through Thursday and 12 am-8 am on Friday and Saturday, the Residence Halls should remain quiet for studying and sleeping. Students must be considerate of others living in the hall, no matter what time of day. Warner University does not have a curfew for its students.

**Hall Meeting**

Hall meetings are held twice per semester prior to breaks (typically at night after sports team practices are finished). All residents are expected to attend. If a student is unable to attend a hall meeting, his/her absence must be approved by the Resident Director in advance. Students who miss hall meetings without notice and approval may be fined \$50. Hall meetings are held in order to give students pertinent information about breaks, community events, checkouts, and/or emergency situations. Emergency hall meetings may be called if needed.

**Guest Policies**

It is expected that students sleep in the Warner University room and bed overnight assigned to them by the Office of Student Life. The Warner University Guest Policies give directives on steps to take when students desire a day guest or an overnight guest who is not a Warner student. If a non Warner student is sleeping in a residence hall, an overnight guest form must be completed. [Overnight-guest-request](#)

**Daytime Guests**

Students must fill out Warner's Guest Form within 24 hours of having a daytime visitor on campus. Students must complete the form in its entirety and inform their AC. Guests are not permitted to be in the Residence Halls without the student they are visiting. Failure to comply with said request will result in the guest's immediate removal from campus and may result in a



permanent ban of that guest from the Warner Community. You can find the Guest Form here. [Guest Form](#)

### **Overnight Guests**

Students must complete the Overnight Guest Form [Overnight-guest-request](#) 48 hours prior to their overnight guest visit. Overnight guests must be at least 18 years of age, be the same gender as the student, and be agreed upon by all roommates. Students must inform their AC once the request has been submitted. The AC will contact the student via text, phone, or email with an approval/denial response. Overnight guests are limited to 5 nights on campus per semester.

**\*The Office of Student Life must have a record of who is in each Residence Hall in the event of an emergency\***

All guests are subject to all University policies. Guests must furnish their name and/or ID whenever a University representative requests it. Failure to comply with said request will result in the guest's immediate removal from campus and may result in a permanent ban of that guest from the Warner Community.

Any violation of Warner University's Community Commitments/Student Handbook by the guest could result in disciplinary action against the host. The presence of unauthorized guests could also result in disciplinary action (may result in a trespass violation) and immediate removal of the guest(s) from Warner University property.

### **Students Leaving Campus**

If a student chooses to leave campus for more than 24 hours, a Resident Director must be notified or they may be considered a missing person. (See page 77)

### **Repairs and Maintenance**

Students should communicate with their RAs or ACs about any issues pertaining to their rooms. Without proper communication, maintenance concerns cannot be addressed. If an emergency occurs (i.e. severe water leaks, toilets overflowing, etc.) after hours, call the AC on duty immediately. If you are unable to reach the AC, campus security can be reached at (863) 638-7232. Work in the Residence Halls will be accomplished between 9am-5 pm except in the case of an emergency. Maintenance and Facility

crews will not enter female housing prior to 9am and will announce their presence on the floor.

### **Room Searches**

The University reserves the right to enter a resident's room for these reasons: inspection, search, and emergency.

Inspection means the entry by University officials, Area Coordinators, or Resident Assistants to check the physical conditions and perform a cleanliness check of the room, to make repairs on facilities, or to perform cleaning and janitorial operations. Inspections may not necessarily be conducted in the presence of the room occupant.

Search means the entry by University officials into an occupied room for the purpose of (1) investigating suspected violations of University policies and/or city, state, or federal law and (2) Investigating circumstances which require immediate action. (3) Investigating a room in order to ascertain the general welfare of students, or to determine the health and safety conditions of the room. Room occupants will be notified if their room has been searched and of any findings. (Searches are not necessarily conducted in the presence of the room occupant.)

Emergency applies to the entry by University authorities into an occupied room when there is imminent danger to persons, properties, or buildings. Emergency entry is not necessarily conducted in the presence of the room occupant.

### **On Campus Housing Placement**

All returning students must select housing placement on Warner's R.O.A.R. account in the Residence Life section. Returning students seeking to live on campus, must be registered for a minimum of 12 credit hours and not have a hold on the student account, for the next academic semester. Housing is on a first come, first serve basis. Warner is not responsible if a student delays in registering for classes. Please note that the housing selection is not a guaranteed room assignment, and is subject to change. After housing is selected, the student are required to select a meal plan. If no meal plan is selected, the student will automatically be placed on the gold meal plan. If you have any questions regarding your housing or need to make a housing

change after your initial selections, please contact the Residence Life Housing Department at [residencelife@warner.edu](mailto:residencelife@warner.edu).

**\*\*\*Students have until the end of the first week of classes to finalize the meal plan selection, after this date, students will be unable to make changes. Housing changes throughout the semester are done with approval from the Office of Student Life.**

### **Graduate Student Housing**

Residential Housing is for Traditional undergraduate students. However, after the start of the semester if there are open beds, graduate students may request campus housing with Assistant Vice President of Student life. Any graduate students granted Campus Housing must sign Warner's Community Commitments. Graduate students will be required to pay for housing (Not Prorated) and purchase a minimum of a Silver (14) Meal Plan (unless in Holland Hall). To live in the Residence Halls graduate students must be actively enrolled and participating in classes.

### **Off Campus Housing**

Warner University has an on-campus housing requirement for all unmarried full-time undergraduate students. Students desiring to live off campus must meet one of the criteria below:

- The student is living with a parent or legal guardian less than 50 miles from Warner University
- The student is married or expecting to be married within the requested semester
- The student is 21 years of age/classified academically as a senior
- The student is employed and housing is provided as part of the compensation package
- The student has paperwork on file with the Financial Aid office proving them to be an emancipated minor
- Exceptions may be made by the Assistant Vice President of Student Life or Vice President of Student Life
- The student should have an acceptable GPA (not less than 3.0)
- Age and class rank are not a guarantee of approval, GPA and disciplinary standings will be factored into the decision

If a student wishes to apply to live off campus, he or she must complete the Off Campus Housing Application [here](#) and provide the required accompanying documentation, which will be reviewed by the Housing

Coordinator. Once approved for off campus housing, that approval applies to the student's career at Warner University unless a student requests campus housing in the future.

**Important Policy Information:**

Single students living in off-campus housing agree to only live with others of the same gender. Unless related, male and female students are not to live in the same housing.

- Students living in off-campus housing, as outlined under behavior expectations in the Student Handbook, are still expected to abide by Warner's Community Commitments and the policies outlined in the Student Handbook.
- Students 26 years of age or older are required to live off-campus unless an exception is granted.
- Please also note that the contracting of a lease does not constitute Student Life approval. If you do not meet the guidelines for living off-campus, you will still be charged for housing and meals, and are expected to move on-campus. You will be expected to forego the lease, regardless of the cost you may incur. If you have a question as to whether you meet any of the criteria, please come by the Student Life office and ask questions.
- Applications cannot be applied for in the current semester once it has already begun. After the semester has begun, students will be charged \$50 per day that they have been living on-campus. The deadline to submit an off-campus housing application is the first day of class, after that period submissions may not be accepted. If an exception is made and the student is approved to move off-campus after classes begin, campus housing and meal plan refunds are prorated based on the week of the semester. Please refer to the Student Handbook for a breakdown of the percentage refund.
- Students will be notified of their application status through the Residence Life email.
- If you are approved to live off-campus, you forfeit your residential spot and will go to the bottom of the waiting list if you change your mind or if you do choose to live on-campus at a later date. Also, keep in mind that approved off-campus housing is based on the semester specified in the request. If you forfeit the privilege and choose to still live on campus, students must start the application process over and there is no guarantee of approval based on previous applications. If

you have any questions, please feel free to contact the Student Life Office.

- Students who sign off on a off-campus lease and are denied off-campus housing are required to live on campus.

### **Meal Plan Change Requests**

Students must request meal plan changes by emailing [residencelife@warner.edu](mailto:residencelife@warner.edu). The email must include student ID #, current meal plan, and requested meal plan. Students will have up until the last day to drop a class to make changes or adjustments to meal plans for the semester. Students will receive an email once the request has been approved. After the Academic drop date, students must wait until the following semester to make any changes to their meal plans. Students may add a meal plan after that date for a prorated amount.

## **TITLE IX Policy and Reporting**

Warner University has a zero-tolerance policy regarding sexual discrimination. To file a complaint regarding sexual discrimination, including sexual harassment or sexual violence, please contact the institution's Title IX Coordinator:

Kevin Abel  
Vice President for Student Life/Title IX Coordinator,  
Rigel Student Center  
Office telephone (863) 638-7606  
Email address: [kevin.abel@warner.edu](mailto:kevin.abel@warner.edu)

To report an instance of misconduct go to:

<https://warner.formstack.com/forms/titleixcomplaintform> and complete the Title IX/Sexual Misconduct Complaint Form. The Title IX Coordinator will then reach out to you. Warner University does not discriminate against students, faculty, or staff based on sex in any of its programs or activities, including, but not limited to, educational programs, employment, and admission. Sexual harassment, including sexual violence, is prohibited by Title IX and by the University. Warner University is committed to responding to reports of possible discrimination based on sex in a quick, prompt, and effective manner. Warner University responds to reports of sexual

harassment, including sexual violence, sexual assault, rape, stalking, battery, sexual propositions, or coercion.

**Individuals who have been affected by any of these grievances, have been sexually assaulted, or are in immediate danger should do the following:**

1. Get to a safe place. After experiencing a traumatizing event like sexual assault, it can be important to find a place where you feel comfortable and safe from harm. This could be your home, a friend's room, a local hospital, or a police station, etc.
2. Remember sexual assault is never the survivor's fault.
3. Call for assistance. Call 911 or Campus Safety/Security at (863) 638-7232. If you would like assistance filing a report with local police, please contact Polk County Sheriff's Office at [\(863\) 678-4170](tel:8636784170). The University encourages individuals to call the police because their safety, health, and well-being are of the utmost importance. Calling the police does not relinquish your right to confidentiality or not to press charges.
4. Seek medical attention to check for injuries and collect evidence. In Florida, a rape kit can be obtained and an exam given by a qualified nurse.
5. For the purposes of evidence collection, we suggest that you avoid drinking, eating, showering, brushing your teeth, combing your hair, or changing your clothes. If you have done any of these, evidence may still be collected and it remains important for you to seek medical attention. If you have changed your clothes, take the clothes you were wearing at the time of the assault to the hospital in a paper bag. If you have not changed your clothes, it may be a good idea to bring a change of clothes to the hospital.
6. Contact the following below as soon as possible via phone, email, or in person:
  - a. **Vice President of Student Life/Title IX Coordinator**  
**(863) 638-7606**
  - b. **Campus Safety/Security personnel**  
**(863) 638-7232**

**c. Assistant Vice President of Student Life  
(863) 638-7253**

**Definitions**

*Sex-Based Harassment* means sexual harassment and other harassment on the basis of sex, including harassment because of gender identity, sexual orientation, sex characteristics, sex stereotypes, and/or pregnancy and other conditions, that is:

(1) *Quid pro quo harassment*. An employee, agent or other person authorized by Warner University's Education Program or Activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

(2) *Hostile environment harassment*. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from Warner University's Education Program or Activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the Complainant's ability to access Warner University's Education Program or Activity;
- The type, frequency, and duration of the conduct;
- The Parties' ages, roles within Warner University's Education Program or Activity, previous interactions and other factors about each Party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and Other sex-based harassment in Warner University's Education Program or Activity.
- 

(3) *Sexual Assault* (as defined in the Clery Act) means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent;

(4) *Dating Violence* (as defined in the Violence Against Women Act (VAWA) Reauthorization of 2022 and the VAWA Amendments to the Clery Act) means any violence committed by a person:

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) Where the existence of such a relationship shall be determined based on a consideration of the following factors: The length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

(6) *Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(A) fear for the person's safety or the safety of others; or

(B) suffer substantial emotional distress.

*Consent* means a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent.

*Retaliation*: Retaliation is any action by any person that is perceived as intimidating, hostile, harassing, retribution, or violence that occurred in connection to a report of misconduct. This includes retaliation of any kind, whether it is by an employee, student, visitor, or other third parties. The University strictly prohibits retaliation against any person reporting, assisting, or participating in any manner in any community accountability investigation or proceeding. Any party violating this policy may be subject to termination if they are an employee or suspension or dismissal if they are a student.

## **CAMPUS SAFETY AND SECURITY SERVICES**

A Security officer can be reached 24 hours a day, 7 days a week at extension 7232 from any campus phone or (863) 638-7232 from any cell phone.

### **Missing Person Policy**

All reports of missing students shall be directed to the Office of Student Life. Most missing person reports in a college environment are from students changing their routines without informing their roommates and/or friends of the change. A student will be considered missing if a roommate, classmate, faculty/staff member, friend, or family member has not seen or heard from that person in 24 hours or more. Individuals will also immediately be



considered missing if their absence has occurred under circumstances that are suspicious or cause concerns for the student's safety, such as a student expressing mental health distress. At that point, an investigation will immediately be conducted and all essential information about the suspected missing student will be gathered from the reporting person(s) and others. Helpful information needed during the course of the investigation:

- A physical description of the missing person, including the clothes that they were last seen wearing
- The student's phone number
- Where the student might be, who the student might be with, and a vehicle description
- The student's class schedule, when they last attended class, and information about the physical and emotional well-being of the student

Any individual with information on the student's whereabouts must notify the Office of Student Life at (863) 638-7246.

### **Vehicles**

In order to assure safety and Campus Safety/Security for all, some specific rules and regulations accompany the use of vehicles on campus. They are as follows:

1. Every student operating a vehicle must have state-required liability insurance.
2. All motor vehicles must be registered with Campus Safety/Security during the first week of school, or within 48 hours of securing a vehicle. A University parking sticker is to be displayed on the upper left corner of the windshield at all times. If a student secures another vehicle, the vehicle must be re-registered.
3. Speed is not to exceed 15 mph on campus or within Genesis Pointe.
4. Parking lots are not to be used for major vehicle repair without the permission of the Assistant Vice President of Student Life, Director of Security, and/or Maintenance Supervisor.
5. Inoperable vehicles must be registered with Campus Safety/Security and be parked in an out-of-the-way parking area. They must be removed from the campus parking lot within two weeks of the end of the academic year or the last term of part-time/full-time attendance of the owner.

6. Designated fire lanes around buildings must not be occupied or blocked at any time.
7. Warner University is not responsible for vandalism or theft of student vehicles.
8. Students are not permitted to drive on the grass to avoid a speed bump/hump.
9. Must have a valid handicapped permit, issued in the student's name, to park in a handicapped space.

For further information regarding campus safety, please stop by the Office of Student Life or go to the Campus Safety/Security webpage [here](#).

To ensure the safety and security of the campus community. Students will be held accountable for the proper use of vehicles. All vehicles must be registered and the assigned tag displayed on the vehicle as instructed. Violations of these policies will result in disciplinary action.

### **Parking**

All vehicles are to be parked in the spaces and/or areas assigned. Vehicles parked in unauthorized areas, parked improperly, or that are without a current parking permit (registration sticker or tag) may warrant disciplinary action, fines, and or be subjected to be towed at owner's expense.

### **Fire Procedures and Policies**

All members of the community are to adhere to the following procedures in case of fire or fire drills (conducted as required by law). Fire drills are conducted every semester in the Residence Halls. Failure to evacuate during a fire drill will result in a \$100 fine. Tampering with fire alarms, fire extinguishers, fire fighting equipment, smoke and CO2 detectors, security cameras, propping open locked doors or any security features intended to keep students safe will not be tolerated and will result in immediate disciplinary action and possible dismissal from The University.

- When the alarm sounds, leave the building immediately!
- If possible, close your room door, but do not lock it
- Evacuate in a neat and orderly fashion
- Clear the building by at least 75 feet
- Re-enter buildings only after it is cleared by the fire department or Campus Safety/Security officials
- Use fire equipment only in case of emergency
- Do not interfere with firemen, fire trucks, or other fire equipment

### **Evacuation Procedures and Building Evacuation**

All building evacuations will occur when an alarm sounds or upon notification by Campus Safety and Security personnel, an emergency notification system announcement, or an announcement by supervisors, department heads, or faculty under the Emergency Response Team's direction. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. An annual test of evacuation procedures will be conducted by the Campus Safety and Security department. **EVERYONE IS RESPONSIBLE TO OFFER ASSISTANCE TO HANDICAPPED PERSONS IN EXITING THE BUILDING IN AN EMERGENCY IF AT ALL POSSIBLE. Once outside, proceed to a clear area at least 75 feet away from the affected building.** Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your assembly points. **DO NOT** return to an evacuated building until told to do so.

**IMPORTANT:** After any evacuation, report to your designated area assembly point. Stay there until an accurate headcount is taken.

### **Fireworks, Firearms, and Weapons**

Fireworks, firearms, and weapons, including any incendiary devices, airsoft guns, pellet guns, BB guns, swords, knives, bow & arrow, stun guns/taser's or any realistic representation of such, etc. are not to be brought to campus unless they are present for a Warner University-sponsored event or practice (Clay Targets team, for example). A weapons safe is provided for such situations and weapons must be registered and managed through Warner University Campus Safety/Security. Weapons are not to be in the Residence Halls or kept in cars at any time or for any reason. Weapons for hunting etc. must be stored off campus. Ammunition (even if there is no gun) is not permitted in rooms. Students/RAs/GAs are not permitted to touch a weapon, but must report it directly to security. **Any deviation in this policy will likely result in immediate dismissal from the University.**

### **Illegal Entry**

Individuals are not to enter or occupy facilities, or possess or duplicate keys for facilities without proper authorization. All campus facilities are checked and secured by Campus Safety/Security personnel 24/7. Campus Safety/Security personnel will continue to check all campus facilities

throughout the night as well. Any irregularities or suspicious actions will be investigated, dealt with if necessary, and reported to the Office of Student Life for appropriate follow-up. For more information on safety, go to the Emergency Response webpage. [Lockdown procedures](#)

## **Hurricane Evacuation Recommendations**

### What to pack when leaving campus?

- All valuables including Electronics, chargers, SS card, Birth certificate, and any other important documents
- A week's worth of clothes
- Toiletries such as a toothbrush, toothpaste, female products, soap, shampoo, glasses and prescription medications
- Wallet, ID, cash if possible
- Take all schoolwork including textbooks and laptops

### How to prepare your dorm room?

- Check out with your RD
- Clear everything off the floor and use garbage bags to wrap items up
- Unplug all personal electronic devices (do not unplug AC units)
- Empty your refrigerator in case of power outage
- Take out trash
- Take down fabric curtains and bag bedding near windows
- Warner University will not be responsible for any possessions left behind or left unprotected
- Pull all items away from walls and windows

### Key essentials

- Read Warner Shield Emergency Alerts
- Bottled water
- Non-perishable food items (canned food)
- Flashlight, batteries, portable battery pack, matches or lighters
- Tool kit and first aid kit:
- Ice and coolers

### Additional needs

- Full tank of gas
- Sleeping bag/blankets
- Waterproof containers/plastic bags
- Entertainment such as board games, cards and books

## FINANCIAL INFORMATION

### Tuition and Fees

Tuition, room and board, and fees are due a week before check-in for traditional students and the beginning of classes for online students, or students will be subject to a finance charge. If a student has a balance due, a payment plan must be arranged through the Student Financial Services Office. There is a \$40 payment plan fee each semester. Finance charges will be added monthly to any unpaid student account balance that is not signed up on a payment plan.

Payment of fees can be made by using:

1. Cash, check, electronic check, or credit card (3% fee added to credit card and electronic check transactions)
2. Florida Prepaid University Program. A copy of the student's Florida Prepaid ID card is required.
3. Financial Aid: It is the student's responsibility to verify that all the required documentation is complete for the release of financial aid to his or her account.

### Finance Charges

A student account summarized statement is mailed to the home address of each student that has an account balance. After 30 days and each month thereafter, a finance charge of 1% per month will be added to the underpaid student account balance for those accounts that are not on a payment plan. For missed payment plan payments, there is a \$20 late fee applied to the students account.

### Refund of Tuition and Fees

#### **Tuition Refund for Regular Semester Courses (8 weeks or more in length) Excludes May Term**

Registration is a contract between the University and the student. Students who withdraw or reduce the number of hours enrolled, for reasons beyond their control, may be entitled to a reduction in charges for tuition according to the following scale if the withdrawal takes place:

- |                          |      |
|--------------------------|------|
| • Within the first week  | 100% |
| • Within the second week | 75%  |

- Within the third week 50%
- Within the fourth week 25%
- After the fifth week 0%

**Students dismissed or suspended from the University for disciplinary action** are not entitled to refunds of any kind (Tuition, fees, meal plan or housing). This is also true for those who withdraw or change schedules unofficially. The Administration may order withdrawal after a student fails to attend their class or classes during the first week(s) of a semester. Credit balances are not refunded to students until the financial aid awards are either withdrawn or adjusted. Refunds for Residence Hall fees and Meal Plan fees are refunded according to the tuition refund schedule. Meal plan refunds are prorated.

Note: No meal plan changes will be made after the last day to drop a class unless adding a plan.

### **Tuition Refund for Accelerated Semester Courses (less than 10 weeks in length) Excludes May Term**

Registration is a contract between the University and the student. It is the student's responsibility to initiate a withdrawal. Failure to attend class doesn't constitute withdrawal. A student must request the withdrawal from their advisor electronically or in writing. The date of the withdrawal is determined by the date it is received in the Registrar's Office. Refunds are given for course withdrawals according to the following scale:

- Within the first week of class 100%
- Within the second week of class 75%
- Within the third week of class 50%
- From the fourth week on None

### **Tuition Refund for May Term Courses**

- Within the first day 100%
- After first day 0%

### **Refund of Fees**

The following fees are refunded 100% if classes are dropped within the first week of class:

- Athletic Fee (if all equipment is returned in NEW condition)
- Band Fee (if all equipment is returned in NEW condition)
- Academic and Lab Fees

- Book Rental (if all books are returned)

The following fees are refunded 100% if classes are dropped within the second week of class:

- TimelyCare Fee
- Student Action Fee
- Technology Fee
- Health Insurance Fee (if no claims have been made)

After the second week of the semester, no fees will be refunded.

A Bachelor Degree Completion fee is charged for students pursuing a Bachelor's degree once a student reaches 100 credit hours. A Master Degree Completion fee is charged for students pursuing a Master's degree once they have six credits remaining in their program.

All Degree Completion fees are non-refundable. The Associate's Degree Completion fee is added upon application for the degree.

**Note:** All tuition and fee adjustments may result in a financial aid reduction

## STUDENT ACCOUNTS

The Student Financial Services Office is available to assist students with financial arrangements for University expenses. The Student Financial Services Office is located in the Rigel Student Center.

### Payment Arrangements

Financial arrangements must be made and Royal Clearance achieved before attending classes and may be made in the following ways:

1. **Payment in Full** - Due at least one week prior to move-in day. Payment can be made by cash or checks (US currency only), American Express, Visa/MasterCard, or Discover Card, along with already confirmed financial assistance to pay the balance due.
2. **Payment Plan** - Set up and 1st payment must be made at least one week prior to move-in day. A deferred payment plan may be arranged between the student (and/or family) and Student Financial Services. Payment for any balance due after application of financial aid is divided into four or five payments per semester. A \$40 payment plan fee is assessed on payment plans. A \$20 late payment fee is assessed for missed payments.

For more detailed information regarding financial information, please see the University catalog. **Note:** Beginning July 1, 2023, there will be a 3% service charge for all non-cash transactions.

### **Royal Clearance**

In order to move on campus, students will need to have completed all financial requirements, set up a payment plan, and make their first payment. New students will need to have submitted the required state-mandated immunizations (<https://www.medproctor.com/>) and final transcripts. Once completing all of these requirements, students will have achieved “Royal Clearance” and are welcome to come to campus on their assigned move-in date.

## **FINANCIAL SERVICES**

### **Academic Requirements**

In order to receive financial aid, the student must be making "Satisfactory Academic Progress," or SAP.

The University policy for the purpose of determining eligibility for financial aid requires that a full-time student earn 24 credit hours during the fall and spring semesters and maintain a minimum cumulative grade point average (GPA) of:

|            |                     |
|------------|---------------------|
| < 1.70 GPA | Credit hours: 1-29  |
| < 1.85 GPA | Credit hours: 30-59 |
| < 2.00 GPA | Credit hours: 60+   |

The student must also earn cumulative credit that is no less than 66.67% of cumulative credits attempted (or passing cumulative 2/3rds of all courses). Failure to meet either of these two requirements will warrant financial aid suspension. A student must also remain in good academic standing- not on academic probation- to continue to receive financial aid.

**Note:** These academic requirements for Financial Aid differ from academic requirements for NAIA athletic eligibility.

### **Application Deadline**

Students must apply for financial aid each academic year. May 15th is the priority deadline for the processing of financial aid applications and for having filed the FAFSA for the following year. This means that those who file the required forms by May 15th will be the first to receive notice of their awards and will receive priority when considering grant money.

### **Course Hours**



Most financial aid is awarded on full-time enrollment (a minimum of 12 hours each semester). You may not receive the same amount of financial aid if you reduce the number of credit hours for which you are enrolled. Before dropping classes, check with the Student Financial Services Office to find out what changes in your award would occur by such actions.

### **Grants, Scholarships, and Loans**

There are many grants, scholarships, and loans available. Be proactive in pursuit of any available funds. For more detailed financial aid information, schedule an appointment with a financial aid counselor by phone at (863) 638-7202 or by email at [sfs@warner.edu](mailto:sfs@warner.edu)

More information can be found at <https://warner.edu/student-finances/financial-aid/>.

### **Work-Study**

Students may work part-time while attending school. Students are paid at least minimum wage but may earn more for specialized work. Although all students may seek part-time on-campus employment, students who are eligible for the Federal Work-Study/ Florida Work Experience Program as part of their financial aid are given priority for available jobs. After eligibility is determined by Students Financial Services, students should then apply for openings in their areas of interest. Job openings can be found at <https://warneruniversityjobs.org/jobs/>

## **COMPUTER USER CODE OF CONDUCT**

**Students must read their University e-mail and all other University communication on a regular basis. Campus email is the official mode of communication. Failure to read emails does not excuse a student from the responsibility of the information communicated. Students are strongly encouraged to use their University email accounts for all communication within the University to ensure reliable and secure delivery.**

**Phishing** is a type of cyberattack where an attacker sends fraudulent emails or messages, posing as a legitimate entity, to deceive individuals into disclosing sensitive information such as login credentials or financial details. These attacks can have severe consequences, such as identity theft, financial loss, or malware infection.

To prevent phishing, it is important to be vigilant and cautious while handling emails or messages. Here are some measures you can take:

1. Verify the sender's email address: Check the sender's email address and verify if it matches the official domain of the organization. Be wary of slight variations or misspellings.
2. Don't click on suspicious links: Avoid clicking on links in emails or messages that appear suspicious or unfamiliar. Hover over the link to see the URL and ensure it is legitimate.
3. Avoid sharing sensitive information: Never share sensitive information like passwords, credit card details, or personal information in response to unsolicited emails or messages.
4. Enable multi-factor authentication: Enable multi-factor authentication (MFA) for all your online accounts. MFA adds an extra layer of security by requiring a second form of verification, such as a code sent to your phone.
5. Keep your software up-to-date: Regularly update your operating system, web browser, and anti-virus software to ensure they have the latest security patches.

By following these measures, you can significantly reduce the risk of falling victim to a phishing attack.

## Computers

### The Pontious Learning Resource Center (PLRC) and the Darby Building

Computers are available for general use during open hours.

Information about acceptable devices can be [found here](#).

### Acceptable Use

### Computers

and network resources are to be used primarily for academic study, but may be used to facilitate communication among students, staff, faculty, administration, family, and friends. All communication and language should reflect the standards and mission of the University.

Only computers designated as primarily student-use computers may be used by students unless a student is in the position of student-worker for a department. These student-use computers are the Darby and PLRC computer labs, the library computers in the reference area, and the Academic Center for Excellence (ACE) student computers. You will be able to identify these computers by the desktop message that explains how and where to save personal documents.

1. Users are required to know and follow the specific policies and usage procedures for any systems and networks to which they have authorized access.
2. The University recognizes the value of internet access to its mission, as well as to employees and students for personal communication. The University reserves the right to block or limit the traffic that creates congestion or contributes no value to the University's mission. Those who use the University network as a gateway to the internet have access to networks and computer systems that contain information over which the University has no control. The University reserves the right to block access to the subject matter on the internet that is in conflict with the University's mission and core values. Any access to sexually explicit or pornographic materials by way of the University internet connection will be blocked, logged, and reported. Students and employees who show evidence of attempted access to such materials are subject to disciplinary action.
3. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.

## **Privacy**

The University will treat data created and/or transmitted by users of its network and computer systems, as allowed in these Terms and Conditions, as confidential. Confidentiality in this context does not imply complete privacy, only that access is limited to authorized individuals in whom the University has placed confidence. Whenever possible, a user's privacy will be respected, but this cannot be viewed as absolute. The University is careful to abide by the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Gramm-Leach-Bliley Act, both of which mandate that institutions implement safeguards for certain information pertaining to students and other consumers.

Students and employees can use University-owned systems only by obtaining "accounts" for these systems. These accounts are accessed using a username (also called a login name) and a password. Only the person to whom the account is assigned is authorized to use it; the password is intended to ensure this.

1. University personnel can and will access files when necessary for maintaining the University network and computer systems. Every effort will be made to respect the privacy of user files, and the contents of user files will be examined only when it is required by law or by the policies of the University.

2. For security and network maintenance purposes, authorized individuals within the University may monitor equipment, systems and network traffic at any time.
3. The University reserves the right to audit networks and systems on a periodic basis.
4. The University reserves the right to cooperate fully with local, state, and federal officials in investigations relating to information accessed or distributed using University computing/information systems, the University network, the University phone system, or the University internet connection.

### **Unacceptable Use**

Any actions that compromise the integrity of the University, data facilities, networks, services, or resources are strictly prohibited. Examples of unacceptable uses include, but are not limited to the following:

### **System and Network Activities**

1. Using the resources for any purpose that violates federal or state laws;
2. Using someone else's identity and password for access to University resources, logging others into the network to access University resources, or using the network to make unauthorized access to other networks. Forgery or other misrepresentation of identity via electronic or other forms of communication will be subject to disciplinary action. Prosecution under state and federal laws may also apply. This includes the use of a network (IP) address not specifically assigned to the individual or use of a forged or false identity in sending email;
3. Using the resources and misrepresenting your identity or affiliation;
4. Using the resources for computer tampering or unauthorized alteration of data, identification, or credentials;
5. Using the resources to transmit, use, or serve unauthorized and/or illegally acquired software or media (audio files/video files);
6. Using the resources for unauthorized browsing or exploring, or making other unauthorized attempts to view data, files, or directories belonging to the University or to other users;
7. Violating copyright laws of documents or media;
8. Using the resources and introducing deviant software (viruses, malware, worms, etc.) into the University network and systems;
9. Using the resources to access or distribute defamatory, abusive, obscene, sexually-oriented, pornographic, threatening, racially offensive, or illegal material;
10. Using the resources in a manner that requires the University network security to be compromised;

11. Executing any form of network monitoring which will intercept data not intended for the student's host, unless this activity is a part of the student's normal job/duty;
12. Attempting to evade, disable, or obtain passwords or other security provisions of systems on the network;
13. Using the resources for any activity that interferes or inhibits the use of the network or University systems by others;
14. Intercepting or tampering with network packets;
15. Tampering with sound systems, lighting systems, or video cameras. Access is limited to trained and authorized personnel;
16. Tampering, modifying, or extending cabling and wiring. This applies to network cabling, hardware, and in-room jacks. Use of non-University network switches, hubs, or wireless networking technology on the University network is prohibited;
17. Using the resources for commercial, sales, and/or advertising purposes unless otherwise approved;
18. Using the resources for explicit political activities including, but not limited to, running for an elected position, campaigning, managing a campaign, leading group action for a political candidate, polling, etc.

### **Unacceptable Email and Communications Activities**

1. Using the resources for misuse of social media, message boards, or any web-based community;
2. Using excessive data storage or network bandwidth in activities such as the "broadcasting" of inappropriate messages to lists or individuals, or generally transferring unusually large or numerous files or messages, or storing large or numerous personal files;
3. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email SPAM);
4. Any form of harassment via email, telephone, or texting, whether through language, frequency, or size of messages.

### **Institutional Policy**

The internet is a global information resource that enables the University to provide information beyond the confines of its own collection. The internet allows users to connect to outside networks or resources allowing access to ideas, information, and commentary from around the globe. The University internet access is intended primarily as an information resource; however, it is an unregulated medium. As such, while providing access to a wealth of material, the internet also enables

access to materials that some users may find controversial, offensive, disturbing, or illegal. Electronic databases and other technologies as they develop are regulated by outside organizations, not by Warner University.

The University assumes no responsibility for any damages, direct or indirect, arising from its connection to the Internet. The University makes no guarantees, either expressed or implied, with respect to the quality or content of the information available on the internet. Not all the information available via the internet is accurate, current, or complete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the internet. The University will make every effort to ensure the use of the internet is consistent with its mission, the Warner University Behavior Expectations, and Academic Honesty policies. This policy statement is in compliance with the guidelines established by the service provider contracted for computer and network services with Warner University.

The Information Technology Services department will not be held responsible for ensuring the safety of personal files in case of assisting students with computer issues. If files discovered during routine assistance sessions are found to violate acceptable use policies or the Warner University Behavior Expectations, the files must be turned over to the Office of Student Life.

Information Technology Services can be reached by phone at (863) 638-2345 or more detailed information can be found here, [Technology Services - Warner University](#)