

TABLE OF CONTENTS

Campus Personnel and Directory

Office of Student Life 4

Campus Directory 5

Student Services and General Information

Student Activities 7

Clubs and Organizations 7

Commuter Students 7

Student ID and Parking Permit 8

Campus Mail 8

Campus Bookstore 8

Lost and Found 9

PLCR Resources

Academic Skills Center 10

Accommodations for Students with Disabilities 10

Health and Wellness

Fitness Center 11

TimelyCare (Counseling services) 11

Financial Information

Financial Services 12

Student Accounts 13

Dining Services 14

Community Commitments and Expectations

Student's Rights and Responsibilities	15
Biblical Lifestyle Code	15
Chapel and Spiritual Life	19
Residence Hall Policies	26
Behavior Expectations	32
Drug and Alcohol Policy and Procedures	31
Discipline Policies	34
Campus Safety & Security Services	38
Computer User Code of Conduct	39

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 act as a vessel for you to grow in your relationship with the Lord. Welcome to a new year at Warner!

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.

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

Office of Student Life Personnel

Mr. Steven Weathers Dean of Students
(863)638-7247

Mr. Rodney Dallas Assistant Dean of Students
(863)638-7253

Ms. Lynnsey Trantham Student Life Program Coordinator
(863)638-7240

Ms. Courtney Chatman Buford Resident Director of Holland Hall

Mr. Johan Seminario Resident Director of Williams Hall

Ms. Gabriella Trilla Espada Resident Director of Fulton & Raines Hall

Mr. Leon Anderson Graduate Assistant & Resident Director of the House
Dorms

Mr. Adam Giger Resident Director of Spencer Hall

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 you are calling from a regular telephone, you may dial (863) 638 and the four-digit extension number. If there is a voicemail option, please leave a brief message so they are able to return your call.

Questions About.....	You Can Call...
Academic Advising	7206 Academic Dean
Academic Probation	7206 Academic Dean
Academic Assistance	7134 Academic Skills Center
Enrollment Management Classes	7112 Secretary Adding/Dropping 7204 Registrar's Office
Advancement Office	7261 Administration Bldg.
Alumni Relations	7248 Director of Alumni
Application/Admission	7212 Admissions Office
Athletics	7258 Athletics Office
Vehicle Registration	7232 Security Office
Bookstore	2775 Bookstore
Business Office Safety & Security Programming	7214 Business Office 7232 Security Office Career 7246 Student Success
Cashier	7216 Business Office
Class Schedule	7204 Registrar's Office

Computer Services	2345 ITS
Conduct Policies	7246 Student Life
Emergency	7232 Security
Tuition & Fees	7122 Student Accounts
Payment Plans	7122 Student Accounts
Dining Services	7229 Cafeteria
Library Services	7235 PLRC Circulation Desk
Facilities & Housekeeping	7228 Facilities Office
President's Office	7209 Secretary
Printing Services	2345 ITS
Records/ Academics	7204 Registrar's Office
Residence Life	7246 Student Life Office
Students Accounts	7122 Student Accounts
Student Handbook	7246 Student Life Office
Study Skills Assistance	7244 Academic Skills Center

Main Office Numbers:

7229 Dining Services
7204 Registrar's Office
7235 Pontious Center
2345 ITS
7246 Student Life Office
7232 Security Office
7202 Financial Aid
7246 Student Life Office

7244 Academic Skills Center

7201 Rigel Student Center

7240 Student Success

GENERAL INFORMATION AND STUDENT SERVICES

STUDENT ACTIVITIES

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

Warner University Student Activities sponsors and executes an array of cultural, educational, social and recreational programs for the student body. Through volunteerism, student organizations and extra-curricular programming, Student Activities provides learning experiences which promote the development of the "whole student."

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 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 Student Life.

COMMUTER STUDENT SERVICES

WU seeks to provide services that respond to the unique needs of commuter/non-resident students. For example:

- The Dining Hall provides food at a retail cost per meal, with a meal card (at a lower price per meal), or by purchasing a meal plan
- The Union provides drinks and light food items at retail prices throughout the day. Meal plans may also be utilized. Students who

choose to bring their own lunch, may also use the microwave to warm up their food.

- Snack items are available via vending machines located in the Darby Building and Residence Halls.
- Access to commuter lockers located in student lounge areas in the Darby Building can be secured through the Office of Student Life.

STUDENT ID AND PARKING PERMIT

Every student must have a Student Identification card. The Office of Student Life will issue a photo ID during the registration process, which is free of charge. A replacement ID costs \$5 for all students except residents of Spencer Hall who's replacement card is \$10.

All students who have a vehicle on campus are required to obtain a parking permit for their vehicle and display on the vehicle as instructed. Please see the Security information for more details.

CAMPUS MAIL

The campus mailroom provides mail services similar to the local post office. UPS service is also available. All students living on campus are required to have a campus mailbox. Proper addressing of incoming mail is as follows:

*Warner University Student
name, # 13895 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.

Mailbox combinations are provided at the beginning of the semester. It is the student's responsibility to either keep their combination with them at all times or commit it to memory, as post office personnel **will not** hand out mail from boxes. Boxes should not be left open, as the mail must be kept confidential. Students are encouraged to check and pick up their mail daily.

CAMPUS BOOKSTORE

The Bookstore serves students, faculty, staff, and the public by stocking 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.

Contact Information

Toll Free: 800-949-7248 ext. 2775
Local: 863-638-2775
Fax: 863-734-5121
Email: 2083mgr@follett.com

Hours of Operation

Mon 8 a.m. – 5 p.m.
Tues 8 a.m. – 5 p.m.
Wed 8 a.m. – 5 p.m.
Thurs 8 a.m. – 5 p.m.
Fri 8 a.m. – 5 p.m.

Location

The Bookstore is located in the Northwest corridor of the Rigel Student Center next to the Campus Post Office. This is the corridor that runs from the North lobby towards the Turner Athletic Center.

LOST AND FOUND

Lost articles should be reported to either the Office of Student Life, PLRC front desk, or the Security office and articles found on campus should be turned in from the building it was found in. 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 get in contact with the owner either through calling the owner or shipping them their wallet. If a student has lost a key, bring that key to the student life office and it will be placed in the key box until the student claims it. With other items after one semester or 15 weeks, an article remains unclaimed, it will be disposed of.

PLRC RESOURCES

OFFICE OF DISABILITY SERVICES (ODS) Accommodations for Students with Disabilities

Warner University is committed to providing for the needs of enrolled or admitted students who have disabilities 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 ODS. Eligible students must finalize Accommodation Plans for individual courses each semester with the Director. Click [here](#) to begin your application.

Service and Emotional Support Animals

Warner complies with the ADA in allowing 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 disability services through an accommodation request. In order to have a service animal on campus a student must:

- Have a disability as 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 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 to be allowed in other public spaces on campus except the residence hall.

Emotional Support Animal Requests are handled by disability services through an accommodation request. In order to have a emotional support animal a student must:

- A completed Emotional Support Animal request form
- A completed ESA Health Care Professional Documentation form providing verification of the student’s disability from a physician, psychiatrist, social worker or other mental health professional licensed in the State of Florida (or the student’s home state)
 - The form should be dated within 6 months of the date the request is made by the student.
 -
- Approvals for ESAs are for the current academic year only and must re-applied for every academic year.

For more information email: disabilityservices@warner.edu or call 863.638.7244

ACADEMIC SKILLS CENTER (ASC)

The Academic Skills Center (ASC) exists to empower diverse student populations to foster academic excellence, develop self-determined persistence, and become lifelong learners. The center employs supplemental (peer) instructors (SI) to provide intensive study groups for challenging subjects, including science, math, accounting, and writing.

The ASC provides intentional peer-driven time management coaching for incoming first-year students. The skills targeted include, but are not limited to, exploring one’s purpose and identity,

sharpening one's organizational and study skills, and refining one's writing and communication skills.

Hours of Operation for the ODS and ASC
Monday - Thursday 10 am - 8 pm
Friday by appointment only
Pontious Learning Resource Center

HEALTH AND WELLNESS

The Warner University Wellness supports endeavors to promote holistic health for every student. Wellness programming is managed through The Office of Student Life, and includes both mental and physical health services.

FITNESS CENTER

The Fitness Center is located on the second floor of the Turner Athletic Center and is available to all students. The Fitness Center training areas include: weight machines, free weights, and aerobic machines. The Fitness Center hours are posted in the Turner Athletic Center. Students must present their Warner ID to enter the Fitness Center.

Counseling Services (TimelyCare)

The purpose of counseling programming is to provide a safe, non-judgmental atmosphere for students to receive support, information and guidance through flexible, needs-based counseling services. The service also promotes good mental health through counseling sessions to the members of the Warner University community.

Counseling services include assessment and short-term counseling for a variety of problems including stress, depression, anxiety, relationships and substance abuse. The counseling is provided by a licensed Social Worker or Mental Health Professional through the TimelyCare app.

All services provided are confidential.

Health Services

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

Services provided are:

- Evaluation and recommend treatment for minor illness or injury
- Emergency triage care
- Recommendation of treatment and follow up
- Provision of education and information

Since the University does not provide student health insurance, all students are encouraged to have health insurance to cover any incurring medical costs. Students are required to have appropriate medical forms on file in the office of Student Life.

STUDENT SUCCESS PROGRAMMING

The Warner University Student Success Programming incorporates Career Services opportunities and ongoing persistence support, and is facilitated by The Office of Student Life. Through participation in schedule events, students can get help in the following areas:

- Choosing a Major
- Choosing a Career Path
- Writing a Resume'
- Writing a Cover Letter
- Interview Skills
- Selecting and Applying to Graduate Schools
- Honing Etiquette Skills
- Searching Career Fields
- Exploring Volunteer Opportunities
- Searching and Applying for Job

FINANCIAL INFORMATION

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+

AND the student must 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.

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 15 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 Financial Aid 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 monies. For more detailed financial aid information, schedule an appointment with a financial aid counselor by phone at 863-638-7202 or by email at financialaid@warner.edu

Work Study

Students with identified needs may participate in the Federal Work-Study program and work part-time while attending school. Most positions are on campus, but

some opportunities may be available at off campus sites. 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 Federal Work Study as part of their financial aid are given priority for available jobs. After eligibility is determined in the Financial Aid Office, students should then apply for openings in their areas of interest.

STUDENT ACCOUNTS

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

Payment Arrangements

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

1. **Payment in Full** - Payments for University expenses are due at the beginning of each semester in the Business Office. 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. **Deferred Payment Plan** - Before registration, a deferred payment plan may be arranged between the student (and/or family) and Student Accounts. Payment for any balance due after application of financial aid is divided into four, five, or six payments per semester. A \$25 payment plan fee is assessed on payment plans. A \$20 late payment fee is assessed for missed payments.

For more detailed information regarding financial services and Student Accounts, please see the University catalog.

DINING SERVICES

Alumni Dining Hall (“The Caf”) is located in the Rigel Student center, offering 19 meal times per week, provided by Creative Dining Services. Dining Hall is a

full-service dining room whose offerings include freshly prepared entrees, a garden-fresh salad bar, a sandwich deli, and an assortment of fruits, desserts and beverages. Commuter students can purchase individual meals with a debit/credit card, or purchase a Commuter meal plan that will allow them to swipe their ID card for a meal.

“The Union” is located in the south lobby of the Rigel Student Center with a number of services for students. Starbuck beverages, Meal options and Snacks are provided by Creative Dining Services. The Union accepts debit/credit cards, or items can be purchased as a meal for those who have a meal plan.

Warner University Dining Services provides friendly service and a variety of meal options for students. Students living on-campus are required to be on the meal plan. All residential freshmen will be assigned a meal plan for 19 meals per week, while returning residential students can choose between the 19 meal or 14 meal plan (meals per week). Students in Holland hall have the option between the 19 meal, 14 meal, 7 meal plan (meals per week).

Students with special dietary needs are encouraged to contact the The Office of Student Life and the Food Service Director to discuss those needs. Exemptions or adjustments to the meal plan are issued on a semester-by-semester basis and must be reapplied for each semester.

Students purchase one of the meal plans at the beginning of the semester. Student's WU 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 swipe into either location for a meal.

COMMUNITY COMMITMENTS

STUDENT'S RIGHTS AND RESPONSIBILITIES

A WU student possesses the privileges, responsibilities and rights of several citizenships, to include those of state, federal and municipal governments.

Within the mission, purpose, and values of Warner University, each individual has the right to engage in various physical, educational, social and spiritual pursuits that are a necessary part of University life. However, those rights carry with them a reciprocal responsibility to ensure those same rights for all members of the community.

The following lifestyle guidelines and values and the Biblical Lifestyle Code identify the expectations for living in community while seeking to fulfill the mission of Warner University. While not all will be in agreement with certain expectations, they are necessary to ensure orderly community life. When individuals join the Warner community, they freely and willingly choose to take upon themselves the responsibilities and expectations outlined in the following agreement and guidelines.

WARNER UNIVERSITY'S BIBLICAL LIFESTYLE CODE

Jesus answered, "The most important command is this: 'Listen, people of Israel! The Lord our God is the only Lord. Love the Lord your God with all your heart, all your soul, all your mind, and all your strength.' The second command is this: 'Love your neighbor as you love yourself.' There are no commands more important than these" (Mark 12: 29-31).

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 are strictly prohibited.
- Students are expected to adhere to the local community, state, and nation laws and 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 to the use of 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 those in authority over us; 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 (Rom. 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 fostering 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.

While not explicitly mentioned in Scripture, Warner University believes the following represent violations of biblical principles and are unacceptable:

- Gambling
- Pornography

Failure to Comply Policy

A community exists within the bounds of the upholding of community expectations by all members. Therefore, Warner University students must show respect for and follow the requests of university officials, including Resident Assistants and Safety and Security Officers, as they carry out their assigned duties. Recurring policy infractions represent a continuous disregard for university policy and disrespect for the community, and may result in the application of strenuous disciplinary response or even dismissal.

Working with College Officials

Students and guests must follow the direction(s) of university officials at all times. Providing false information or failing to provide information to staff, interfering with staff while they are performing their duties, or being uncooperative, verbally or otherwise abusive to staff is unacceptable. Abusive behavior includes, but is not limited to, physically threatening conduct, verbal threats, use of profanity, name calling, or noncompliance of staff directions.

Standards of Behavior

In addition to the biblical expectations mentioned above, members of the University community voluntarily commit to abide by the following standards of behavior. These standards are not set forth as an index of Christian spirituality, but rather as expectations of the University community.

1. **Alcohol/Tobacco/Drug-** Warner University is an alcohol, tobacco, and drug free institution. Recognizing that the use of tobacco is injurious to one's physical health, members of the campus community will not possess, use or distribute tobacco or addictive inhalants in any form, including jules, e-cigarettes or vapes. Also recognizing the potential risk to one's physical and psychological well-being in the use of alcoholic beverages, as well as the significant and negative impact on the campus community, WU community members will refrain from the use of alcoholic beverages. In addition, alcoholic beverages are not served at any University functions or programs on or off campus. The possession, use, or distribution of illegal substances is also strictly prohibited.

No advertising items such as posters, containers, or clothing, are to be openly displayed. Containers of alcohol, tobacco or drugs found in rooms, automobiles, etc. will be considered a violation of university policy.

Please see pages 28-32 of this publication for a full explanation of policy related to Alcohol, Tobacco and Drugs.

3. **Dating Behaviors-** Conduct in relationships should reflect honesty, respect, responsibility and good taste both in public and in private.

4. **Discrimination-** Each individual is to be regarded as a person of worth and dignity and members of the community are to be sensitive to his or her special needs. Therefore, discrimination against others based on race, national origin, gender, or disability is not acceptable in any form.

5. **Harassment/Sexual Misconduct Policy-** Harassment of any kind is unacceptable at Warner University. Sexual misconduct and sexual harassment in any form will not be tolerated and will be dealt with promptly. The University reserves the right to suspend or dismiss any student who violates this policy. The full text of the policy with complaint procedures is on file in the Student Life Office.

6. **Hazing-** Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student. Warner University holds an anti-hazing policy and any student (or group of students) who violates this policy will be subject to disciplinary action. Neither will any kind of demeaning gesture, threat of violence, verbal or physical attack directed toward another person be tolerated.

7. **Vandalism-** Respect for personal, institutional and public property is fostered and community members are expected 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.

8. **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.

*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

The behavior expectations of Warner University are designed to help members of our communication model the tenets of the Biblical Lifestyle Code. Practical applications and guidelines for practice are outlined below:

SPIRITUAL LIFE PROGRAMMING

Within the mission and values of Warner University is the desire to *promote Christian character and faith*. By choosing Warner to prepare for your vocation it is our privilege to walk alongside you, not only in your intellectual pursuits, but in your faith journey and spiritual development as well.

According to faith development theory, the University years are a transition period where you will move from what some have called a "*faith learned*" to a "*faith owned*." This doesn't happen automatically, but requires attention and intention on

your part. Spiritual Life Programming is intended to assist you in this journey, however it will be up to you to choose to grow in your faith while here at Warner. These experiences and opportunities are given oversight by the Office of Student Life, but are created and implemented by a variety of groups both within the campus community and in the larger Lake Wales area. Only events which have been approved by the Office of Student Life will count for Spiritual Growth Points.

We are a diverse community, therefore, you will experience roommates, classmates, professors, staff, etc., who come from different backgrounds and who are at different stages of development. Let this diversity enrich you as we learn from one another how to better understand and live out our faith.

Spiritual Growth Points

Earning Spiritual Growth Points is required and is an integral part of a student's experience at Warner. Each traditional student must earn 21 Spiritual Growth Points per semester. It is expected that students arrive on time for these experiences and that they stay until their completion. Students can choose from a variety of approved experiences to earn points, including Chapel, Bible-studies, service opportunities, and local weekly college ministries. If a student's schedule or situation appears to inhibit the earning of 21 credits in any given semester, an appeal for a reduction of the requirement can be made, ahead of time, in the Office of Student Life.

Chapel

Chapel is an integral part of the Warner University community and meets every Tuesday and Thursday at the South Lake Wales Church of God. It is an appointed time for the campus community to gather for worship, challenge, enrichment, and fellowship opportunities.

Chapel Purpose Statement

As a Christian University, Warner is committed to providing twice-weekly Chapel experiences with the purpose of:

1. Celebrating and enhancing community
2. Presenting the claims of the Gospel of Jesus Christ as recorded in Holy Scripture
3. Inspiring worship and praise in order to glorify God
4. Promoting faith development and Christian maturity

5. Examining current issues from a Christian perspective and worldview.

Chapel Etiquette

As we gather together in chapel twice each week as a community, it is important to observe certain behaviors in order to ensure an orderly service so that we might engage in a worshipful experience.

The following is not an exhaustive list, but these are important concepts for the proper functioning of chapel.

Reverence

First and foremost, we are gathered together to worship the Sovereign God of the Universe! It is important to remember this and maintain honor and respect for the One we worship in all that we do.

Respect

Since we come from varied backgrounds, it is important to show respect for those who are leading, even if we might have other worship preferences. This means that we respond to the leader's promptings, such as standing to worship, being quiet to pray, etc. This also means not talking with our neighbors during singing and when the speaker is speaking, as well as refraining from text messaging, talking on the phone, or listening to headphones. Also, please refrain from getting up to go to the restroom while the speaker is addressing the audience. If it becomes necessary then please wait in the back until the speaker is finished.

Attention

In order to receive anything from worship, we must give our full attention to the experience. Chapel is not a place to do homework and it is definitely not a place to "catch some zzz's". Please sit up and pay attention to the message God has for us individually and as a community!

Proper Attire

Out of reverence for God and respect for one another, students must dress appropriately for chapel. Please see the Warner University Dress Code for guidance on what to wear on campus.

No Food or Drinks

Out of reverence and respect please discard all food and drinks before entering the chapel.

Spiritual Growth Credits as a Graded Requirement

Students will receive a grade for the earning of 21 Spiritual Growth Credits in the form of a Pass or Fail (P/F). A grade of "F" will be issued to students who finish the semester having not met the requirement. Students with an "F" will be placed on Student Life probation and will not be allowed to register for classes until satisfactory arrangements are made with the Vice President of Student Life or his or her designee.

Credit Exemptions

In order for a student to be considered for a Spiritual Growth Credit exemption, he/she must submit a SGC Exemption Form which is found in The Office of Student Life. This form requires signatures from the student, Department Chair/Dean of the School, coach (if applicable), and Student Life for approval. Most exemptions will be for an alternate requirement of the student to earn six (6) Spiritual Growth Credits for the semester. No student is fully exempted from this requirement, unless he or she is participating in a Warner University sponsored or required internship experience.

The following guidelines are used for Chapel exemptions:

- A student living off campus and not having classes immediately before and/or after Chapel may appeal for an exemption
- Students that have an internship that requires the student to be off campus. This requires verification from the Department or Dean of Academics
- Parents with small children at home may appeal for an exemption
- Other exemptions may be granted under extraordinary circumstances

It is important to note that Chapel is on the student class schedule because it is required and is valued at a high level. Just as a student would not schedule a job through a class on the schedule, a job scheduled through chapel will not be recognized as an exemption.

Exemptions are issued on a semester by semester basis and must be reapplied for each semester.

Chapel Absence and Disciplinary Action

Students are considered in good standing with regard to Chapel if they have earned the required 21 credits during the semester.

Students will know at mid-term of each semester what the chapel standing is at that time.

Students exceeding the allowed number of absences will no longer be in good standing and will be subject to Chapel Probation which carries the following disciplinary actions:

- Restriction from representing the University in such activities as athletics, intramurals, study abroad, service clubs, and campus sponsored trips, etc.
- Forfeiture of institutionally funded scholarships (including Warner work study)
- Restrictions from continuous enrollment until suitable arrangements are made

Students who persist in their disregard for the earning of Spiritual Growth Credits will be subject to immediate suspension. A student that is not in good standing may be given an opportunity to make up the excessive absences with two (2) hours of approved community service for each miss exceeding the 6. Arrangements for this option must be made with the Office of Student Life. This office reserves the right to determine which community service locations are approved.

On-Going Spiritual Life Programming

Students are encouraged to take responsibility for their own growth and development by being involved in various ongoing opportunities sponsored by the Office of Student Life.

RESIDENCE HALL POLICIES

Residential living is a Christian community experience on the campus of Warner University and can be one of the more rewarding and important facets of a University education. It is more than just a housing arrangement! An integral part of the personal growth and development of on-campus students can come through living-learning experiences at Warner University. Students are exposed to a variety of persons and shared experiences enhanced by planned residence hall programs and services such as: academic and personal advising, social activities, intramural sports, Bible studies, and other group activities.

General Housing Policies

Warner University has an on campus housing requirement for all unmarried full time undergraduate students. Exceptions to the on-campus housing requirement are as follows:

- The student is 21 years of age
- The student is a senior (defined as already having completed 8 full time semesters as a college student)
- The student is employed and housing is provided as part of the compensation package.
- Living with a parent or legal guardian less than 50 miles from Warner University
- The student has a child living with them as a permanent residence.

If a student wishes to apply to live off campus, he or she must complete an off-campus housing application and provide the required accompanying documentation, which will be reviewed by the Assistant Dean of Students. For the off-campus request to be reviewed, the parent/guardian must provide a notarized letter detailing the off campus arrangements.

Questions about University housing should be addressed to The Office of Student Life. Students who do not abide by the Warner University Housing Policy will be subject to disciplinary actions which can include the ability to remain enrolled at the institution.

Cohabitation Policy

In order to protect students from the appearance of and potential for inappropriate sexual behavior (as outlined under behavior expectations in the student handbook), 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, bedroom, hotel room, parked car, or tent). This applies to both long-term and short-term housing. If a parent, grandparent, aunt, uncle, Warner staff/faculty member, or pastor provides supervision for members of the opposite sex to stay in the same dwelling, that would be acceptable. If students have questions regarding this policy, they should contact Student Life.

Other General Policies

A detailed [Residential Living Guide](#) is available. Selected from that publication are some general policies applicable to any resident or non-resident student, guest, or visitor.

They are as follows:

Alcohol, Drug, and Tobacco Free Environment

Warner University is an alcohol, drug and tobacco free institution. This mandates that there is to be no usage, possession or distribution of alcohol, drugs or tobacco (including hookah and chewable products) 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.

Curfew

At WU, we have self-regulating hours. We encourage students to be responsible in their choices and come in at a reasonable hour. When the residence hall staff becomes aware that a student is not making positive choices in this area, a staff member will talk with the student. The residence halls are locked 24 hours a day, seven days a week with room key access only. Residents of halls are expected to close and keep locked all exterior doors at all times.

It is all expected that Warner University residents occupy and sleep in the rooms and beds assigned to them. Resident Assistants should be told of absences from an assigned room in advance. Ongoing absences from an assigned dorm room will be noted by the Resident Assistant and reported to the Resident Director which could result in disciplinary action.

Guests & Sleepovers

It is expected that students sleep in the Warner University room and bed assigned to them by the Office of Student Life.

Overnight stays in another room must be approved of by all suite or roommates. Students are not to co-sleep with another student or guest in Warner University beds for any reason. If a student is experiencing distress or a health issue at the level for which a person needs to be present with him or her for support or observance, the situation should be reported to the Resident Assistant or Resident Director for appropriate assistance. If a student is found to be co-sleeping in another student's bed, or is regularly habituating a room that is not assigned to him or her, he or she is in danger of losing the privilege of continuing as a Warner University residential student.

Guests may stay overnight with the advanced approval of the Resident Director under the following conditions:

- Request form completed and submitted prior to 8 p.m.
- All roommates agree

- Arrangements have been made in advance with the RA or RD
- The guest must be at least 16 years of age and the same gender as the student making the request

There may be a \$5 charge for nonresident guests who remain overnight. A minimum charge of \$25 may be assessed for unauthorized overnight guests and/or requests made after 8:00p.m. Any charges are to be paid to the Resident Director in advance, accompanied by the completed form.

Guests are subject to all University regulations. Any violation of Warner University's Community Commitments could result in disciplinary action against the host. The presence of unauthorized guests could also result in disciplinary action.

Illegal Entry

Any student who illegally, or otherwise without permission, enters another student's room and/or other WU buildings will face University disciplinary action and possible criminal arrest.

Lobbies and Lounges

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. These common areas are to be used primarily for relaxing, socializing and entertaining visitors and friends. Cutting hair and other activities that could cause damage to furniture and carpets are prohibited. VCRs and DVDs may be connected to lounge television sets with the approval of the RD. Lobby hours are posted in each residence hall.

Open House

WU residence halls are not co-ed. There are open house hours most days throughout the week and weekend. Specific hours and guidelines will be communicated and posted in the residence halls. Only during these posted times

may students of the opposite sex be present in the residence halls, beyond the lobby.

Courtesy Hours

There will be specific hours of the day (typically later evening hours) that will be posted as a time in which the residence halls should remain quiet for studying and sleeping. It is important no matter what time of day, to be considerate of others living in the hall.

Television and Gaming

Satellite television service is provided in each room. Each room has a satellite television receiver, but students must provide their own televisions. Students are responsible for the appropriate use and care of satellite receivers and are expected to return them to Warner University in complete and working condition. Misuse of television services or receivers will warrant disciplinary action.

Student Grievances

A directory of appropriate personnel and phone numbers to contact for a variety of concerns or questions is provided to students. For example, if there is a concern or complaint about the Residence Halls, the office and contact number are listed for that concern. For concerns about finances, the department and contact number is listed. Students begin in the office where the concern originates. If the concern can be resolved at that level it is. If it can't, it goes to the Department Director, then through the administrative channels until a resolution is determined. At times, it is necessary to involve more than one department or supervisor in order to resolve the situation. Warner University also has a designated web link which can be used to report concerns or needs related to technology, facilities services or for general questions: help.warner.edu.

In the event resolution cannot be achieved through a process within Warner, students may explore registering a complaint or grievance with a state authority. For residential students attending courses in the traditional program on the Warner campus, you would contact the [Florida Department of Education](#). This would be true also for online students in the Adult & Graduate Studies program who reside in Florida. If an online student in the Adult & Graduate Studies program lives outside the state of Florida, the student would contact the [appropriate State Agency](#) where they reside. These links provide contact information for each state agency as well as to the specific webpage for complaint or grievance procedures.

Unresolved complaints or grievances may also be registered with the [Southern Association of Colleges and Schools Commission on Colleges](#), the regional accrediting agency for Warner. This link takes you to the SACSCOC procedures for registering a formal complaint or grievance.

Warner University takes seriously all allegations, especially those of sexual harassment. Students are encouraged to report sexual misconduct in a timely manner. Complaints of this nature should be reported to the Title IX Coordinator (see below) for review.

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 mutual agreement of campus representatives.

Title IX

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

Mrs. Janet Craigmiles, Director of Human Resources, Ratzlaff
Administration Building, Warner University, Office telephone
(863) 638-7524,

Email address: janet.craigmiles@warner.edu

Civic Responsibilities

Members of the community are expected to be contributing members of both the local and campus community by being responsible citizens. In addition to obeying the local, state, and federal laws, members are expected to adhere to the following:

1. **ID Card-** During registration for classes, the Student Life Office will issue to each student an identification card (ID), to be validated each semester thereafter. The student should carry this card at all times and be ready to present it to any University official who asks to see it. A student will be asked to present the ID card at the following times:

- To utilize meal plan services

- To attend University-sponsored events/campus activities
- To check out PLRC materials
- To use The Den and Fitness Center facilities
- To identify yourself to Security or University Personnel
- To use computer lab resources

A lost ID should be reported to the Student Life Office and a new one can be secured for a \$5 fee for everyone except residents of Spencer Hall who's fee is \$10.

2. **Vehicles-** To ensure the safety and security of the campus community, specific rules and regulations have been established and students will be held accountable for proper use of vehicles. All vehicles must be registered and the assigned tag displayed on the vehicle as instructed.

3. **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).

- When the alarm sounds, leave the building immediately!
- If possible, close your room door, but do not lock
- 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 Security officials
- Use fire equipment only in case of emergency
- Do not interfere with firemen, fire trucks, or other fire equipment

Anyone not leaving a building during a fire drill is subject to disciplinary action. Incidents, such as tampering with fire alarms, firefighting equipment, smoke detectors, or creating unsafe environments (e.g., open flames), will not be tolerated and will result in **Immediate Disciplinary Action and Possible Dismissal** from the University.

4. **Fireworks, Firearms, and Weapons-** (including any incendiary devices, airsoft guns, pellet guns, BB guns, swords, knives 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 Shoot team, for example). A weapons safe is provided for such situations and weapons must be registered and managed through Warner University Safety and 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. Any deviation in this policy would result in immediate dismissal from the University.

5. **Illegal Entry-** Individuals are not to enter or occupy facilities, possess or duplicate keys for facilities without proper authorization. All campus facilities are checked and secured by Security personnel through the day on a regular basis. 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 Vice President of Student Life for appropriate follow up.

6. **Posting of Signs & Notices** -All postings must be approved and stamped by the Student Life Office. Unapproved postings will be removed and discarded. Guidelines are as follows:

- Signs and notices are to be posted only on surfaces specifically designated for this purpose.
- Glass surfaces such as doors and windows, as well as painted surfaces, are not to be used for posting signs and notices.
- Provided bulletin boards, and wood-paneled surfaces may be used provided the appropriate authority has granted permission as follows:

.Rigel Student Center: Student Life

Darby Academic Center: Student Life

Pontious LRC: Director or Assistant Director

Turner Athletic Center: Athletic Director

Residence Halls: Resident Director

- All improperly posted notices and signs will be removed and discarded.
- Sidewalk chalk should only be used on uncovered walkways that can be reached by rainfall. No chalk should be used on covered surfaces and breezeways. Writing on campus sculptures, artwork, fountains, etc. is not permitted. The Student Life Office should approve the use of sidewalk chalk.

7. University Representation- To properly exemplify the ideals of Warner University, students selected to represent the University in public functions (athletic, drama, forensics, music, etc) must be regularly 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 Office of the Chief Academic Officer.
- Be admitted to a major field of study when 80 or more semester hours are earned.
- Be in good social standing with the Office of Student Life.
- Be in good standing for Spiritual Growth Credits.
- Meet whatever additional qualifications an administrative or academic department may require of students serving under its jurisdiction.

Representing the university is defined as actual participation in an activity that is promoting the institution in public functions. The student might be allowed to attend practice and public events and/or assist with the production of a group's activities as seen to be appropriate by the institutional and program administrators.

8. Social Media and Online Presence-Though the University is aware that some students communicate with each other in blogs, Facebook, Twitter and other digital media, the University does not monitor these communications and is not responsible for the contents of

them. While the Student Life Office does not specifically seek incidents of policy violations on Facebook, Twitter, Snapchat or any of the various means of student communications, we will address any incidents brought to our attention whether through Facebook, Twitter or other tools and applications.

ALCOHOL, TOBACCO AND DRUG POLICY AND PROCEDURES

Warner University's Biblical Lifestyle Code and mission support the promotion of the holistic health of all persons, acknowledging every human as bearing the image of God and of holding intrinsic worth and value. The use of substances deemed as drugs or mind/body substances is viewed as a potential tool for the marring of a person's self-worth and well-being. As such, the Warner University community upholds the following standards related to the consumption of alcohol, tobacco and illegal/misused drugs or substances.

Warner University's goal is to achieve compliance with our Alcohol, Tobacco & 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 the maximum sanction of dismissal or lesser sanction as outlined below.

Alcohol Possession and Use: The use of, distribution of or possession of any alcoholic substance is prohibited on the Warner University campus or at any Warner University sponsored event.

Alcoholic beverage containers found in residence halls, lockers or vehicles will be considered evidence of use by the occupying student(s). Photographs of alcohol consumption posted on social media can be considered as evidence of use by a student, and is viewed as grounds for discipline if the student is under the legal drinking age of 21. Beverage containers or other paraphernalia promoting or exhibiting alcoholic beverages are not permitted in residence halls, on all areas of campus or during university sponsored events off campus. We expect that students will not drink on campus and that students will present themselves on campus, or at sponsored events, free of any evidence of alcohol use. A student who comes to campus obviously intoxicated will be intercepted, assessed, will potentially be treated medically and will be in danger of third offense level discipline sanctions. Violation of the alcohol 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.

Consequences for Alcohol Policy Violation can include:

First Offense

- Disciplinary Action
- A \$50 fine
- Required meeting with the Vice President for Student Life or his/her Student Life designee (Dean, Director, Coach, etc.)
- Educational assignment

Second Offense

- Disciplinary Action (see pgs. Xx-xx)
- Assessment/treatment by a Warner University approved certified Substance Abuse Professional
- Any financial cost associated with the assessment is the responsibility of the student

Third Offense

- Student may be dismissed from the University for a period of at least one full semester
- Student may be placed on social probation for a minimum of one full semester

Tobacco Possession and Use: The use of, distribution of or possession of any tobacco product is prohibited on the Warner University campus or at any Warner University sponsored event; products include, but are not limited cigarettes, cigars, hookahs, chewing tobacco, e-cigarettes, hemp and vapes. Tobacco products, containers, ashtrays or spit cans found in residence halls, lockers or vehicles will be considered evidence of use by the occupying student(s). Containers or other paraphernalia promoting or exhibiting tobacco products are not permitted in residence halls, on all areas of campus or during university sponsored events off campus. We expect that students will not consume tobacco products on campus and that students will present themselves on campus, or at sponsored events, free of any evidence of tobacco use.

Consequences for Tobacco Policy Violation can include:

First Offense

- Disciplinary Action (see pgs. Xx-xx)
- Educational assignment

Second Offense

- A \$50 Fine
- Loss of Warner University representation privileges (team, group, work, etc).
- Required meeting with the Vice President for Student Life or his/her Student Life designee (Dean, Director, Coach, etc.)
- Educational assignment

Third Offense

- A \$75 Fine
- Community Service (minimum of 15 hours)
- Final written warning establishing inability to enroll in next term without appeal

Drug Possession and Use: The use of, distribution of or possession of any illegal drug substance by enrolled students, faculty, staff or visitors is strictly prohibited. Illegal drugs and or illicitly used controlled substances are not allowed on campus or at any Warner University sponsored event. Drugs, drug residue, or drug containers found in residence halls, lockers or vehicles will be considered evidence of use by the occupying student(s).

Photographs of drug consumption posted on social media can be considered as evidence of use by a student, and is viewed as grounds for discipline. Clothing or other paraphernalia promoting or exhibiting or alluding to drugs are not permitted in residence halls, on all areas of campus or during university sponsored events off campus. We expect that students will not drink on campus and that students will present themselves on campus, or at sponsored events, free of any evidence of drug use. A student who comes to campus obviously altered by drug use or consumption will be intercepted, assessed, potentially treated medically and will be in danger of immediate discipline sanctions; it is possible that the intervention of local law enforcement may be utilized. Violation of the 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.

It is the policy of Warner University that all students are subject to drug tests if the administration has a reasonable suspicion that such a test is warranted. As a condition of enrollment, each student consents to random drug testing to be done at the direction of the university. If a student refuses

to participate in a random drug test such refusal could be a reason for immediate dismissal from the university.

THE CONSEQUENCE FOR USE OF, POSSESSION OF, MANUFACTURE OF, DISTRIBUTION OF, OR ARREST RELATED TO ILLEGAL OR MISUSED CONTROLLED SUBSTANCES IS SUMMARY DISMISSAL FROM THE UNIVERSITY.

For a listing of the State of Florida statutes regarding alcohol and drugs, please contact the Office of Student Life.

STUDENT DISCIPLINE POLICIES

Warner University is committed to a community life characterized by both redemption and discipline. While these two concepts may seem contradictory to some, we believe they go hand-in-hand to achieve mature and responsible growth in individuals. The purpose of discipline in the life of a Christian is to develop a consistent walk with Jesus Christ that ultimately draws others toward a relationship with Him as well. Consequently, a Christian community must be one governed by love and a commitment to see Christ dwell richly in the lives of each member of the community. Each individual should be self-disciplined in such a way that he or she lives in harmony with the community. Attitudes, words and actions should be an expression of the Purpose, Mission, and Biblical Lifestyle Code as set forth within the University community.

Biblical Principles of Discipline

Individuals should encourage fellow members to uphold the purpose and mission, and to live according to their commitment to the WU Lifestyle. In an event a fellow member is in violation of the purposes and regulations, one or more of the following procedures may apply:

- Individuals should confront one another privately in love and gentleness with a goal of restoring him or her to a right relationship within the community (Matthew 18: 15- 17; Ephesians 4: 15; Galatians 6:1-2).
- Should the offender fail to take appropriate steps to correct the apparent misconduct, the friend then takes others recognizing the violation to talk to the offender. In the event, the offender still refuses to rectify the action, the friend, with the offender's knowledge, then reports the action to an appropriate

authority. This could be the RA or RD for those living on campus and the Dean of Students for others.

Informal Discipline

Informal discipline is intended to produce restoration and reconciliation within the community. All members of the community should strive to nurture one another through informal discipline motivated by a heart of love.

Students are encouraged to be accountable and responsible for their actions. Students who, before any administrative knowledge of an indiscretion, come to the Dean of Students for help and/or forgiveness will receive help and/or forgiveness as deemed appropriate by the administrator. This "**growth initiative**" will require the individual to forsake the activity, which has created the rift, and take the necessary steps to be reconciled to the community. The steps necessary for restoration are to be determined by the Dean of Students.

Formal Discipline Process

We as a University seek to provide a fair process for all students enrolled in our institution. The Resident Director or Resident Assistants will handle minor infractions, such as dress policy, violation of in-hours, trash in the halls, noise-level violations, etc. The Resident Director may also handle cases in which the student offers an admission of guilt and waives his/her rights included in the discipline process. All other community violations which will not result in dismissal and are not determined to be personal or sensitive in nature will be processed by the Student Life Discipline Committee. Parents, friends, or legal representatives are not allowed to attend any student discipline meeting.

Student Life Discipline Committee

On occasion, a collegial approach to discipline is implemented to hear and respond to disciplinary situations. The Student Life Discipline Committee (SLDC) is a combination of the following: The Assistant Dean of Students, The Director of Community and Connection, 2-3 student representatives, and a faculty member.

Sanctions

The SLDC will determine from one or more of the following, the appropriate sanctions based on the specific offense and surrounding circumstances. This is considered to be a part of the redemption and reconciliation process. It is our intention to draw one back into the community with the least amount of disruption within the community. These more formal disciplinary measures will be applied in a

consistent and fair manner and will include interaction between the individual and the University.

1. **Reprimand-** A documented official warning that continuation or repetition of an inappropriate behavior will result in a more severe sanction.
2. **Restitution-** A requirement to reimburse or otherwise compensate another for damage or loss of property resulting from misconduct.
3. **Fines-** May also be levied for community offenses. The range of fines is \$5-\$100 (plus restitution, if applicable). Fines may be paid by cash, check, debit, or credit card.
4. **Loss of Privileges** -A student may lose privileges for a specified period of time. This action is related to privileges such as residence hall restrictions, University representation, use of facilities, etc. The appropriate staff will monitor students who lose privileges and any violation during that specified time will result in further disciplinary action.
5. **Counseling-** In some cases, counseling may be required with the on-campus counselor or an approved off campus counseling professional. Any financial obligation associated with this sanction is the responsibility of the student.
6. **Loss of Scholarship** -A student could lose scholarship monies and/or awards for violation of commitments (lifestyle, housing, etc).
7. **Campus Restitution-** A student may be directed to complete a specified service, task, or number of service hours for the University or civic community. The details will be determined at time of violation.
8. **Disciplinary Probation** -A disciplinary status permitting the student to remain in school under specific terms designated by the Dean of Students. A student on disciplinary probation may not represent the University in any manner {athletics, music groups, etc), hold any class, club, student body office, or receive any awards or recognition.
9. **Suspension** -An action that separates the student from the University for a specified period of time. During the suspension period, a student must have permission from the Dean of Students

to visit the campus. Suspended students on campus without permission will be subject to further disciplinary action.

10. Disciplinary Dismissal- An action by the Vice President of Student Life that separates a student from the University for an indefinite period. The conditions for readmission (if any) will be stated in the order of expulsion. A student who has been dismissed must leave the campus within 24 hours after notice of termination is received unless approved arrangements have been made with the Dean of Students.

11. Summary Dismissal- Warner University reserves the right to summarily dismiss any student who is engaging in or has engaged in activity that is causing immediate harm to the University community. A student summarily dismissed shall leave the campus immediately. The Vice President of Student Life University shall make all decisions regarding summary dismissal.

Appeals Process

Every student has the right to apply for one appeal. All appeals must be made within 24 hours of receipt of a decision. The application for an appeal must be in written form and include an explanation for the basis of the appeal. A student who has been summarily dismissed may appeal in written form to the President of the University.

The University reserves the right to refer any discipline situation directly to the Dean of Students when deemed necessary. The Dean of Students serves as the Appeal Officer in cases originating with the SLDC. In cases in which the Dean of Students is the originating discipline officer, the President of the University will serve as the Appeals officer. The decision by the respective Appeals officer is final.

CAMPUS SAFETY AND SECURITY SERVICES

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

Parking

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

Vehicles

In order to assure safety and 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 the state required liability insurance.
2. All motor vehicles must be registered with Campus Safety and 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.
4. Parking lots are not to be used for major vehicle repair without the permission of the Dean of Students and/or Maintenance Supervisor.
5. Inoperable vehicles must be registered with Campus Safety and 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. Those that live in the House Dorms: When driving across Hwy-27 shall not zigzag across the median or drive/cut through Bok Academy's parking lot.

For further information regarding campus safety, please stop by Student Life or go to the Security webpage.

COMPUTER USER CODE OF CONDUCT

Computers

The Pontious Learning Resource Center (PLRC) has computers available for general use during open hours.

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 lab computers, the library computers in the reference area, and the ASC student computers.. You will be able to identify these computers by the desktop message that explains the saving of documents and USB drives.

Employees and students are expected to read their University e-mail and are strongly encouraged to use their University email accounts for all communication within the University to ensure reliable and secure delivery.

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 traffic that creates congestion and 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 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.

1. 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.
2. University personnel can and will access files when necessary for maintaining the University network and computer systems. Every effort will be made to respect 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.
3. For security and network maintenance purposes, authorized individuals within the University may monitor equipment, systems and network traffic at any time.
4. The University reserves the right to audit networks and systems on a periodic basis.
5. 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 form 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, 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 copyrights of documents or media;
8. Using the resources and introducing deviant software (viruses, 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 employee's host, unless this activity is a part of the employee'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" 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 paging, 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 WU Biblical Lifestyle Code, 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 WU.

The ITS 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 Biblical Lifestyle Code, the files must be turned over to the Office of Student Life.