



WARNER  
UNIVERSITY

# **Student Handbook**

**2023-2024 Academic Year**

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.**

### **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.

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## **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; 1 Corinthians 15:3; Ephesians 1:7; John 11:25; 1 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

**Mrs. Anne Tohme**, Vice President of Student Life

(863) 638-7606

[Anne.Tohme@warner.edu](mailto:Anne.Tohme@warner.edu)

**Mr. Steven Weathers**, Dean of Students

(863) 638-7247

[Steven.Weathers@warner.edu](mailto:Steven.Weathers@warner.edu)

**Ms. Courtney Chatman Buford**, Associate Dean of Students

(863) 638-7253

[Courtney.chatmanbuford@warner.edu](mailto:Courtney.chatmanbuford@warner.edu)

**Mrs. Chrissy Moskovits**, Athletic Director

(863) 638-7508

[Chrissy.Moskovits@warner.edu](mailto:Chrissy.Moskovits@warner.edu)

**Mrs. Teresa Bass**, Student Life Program Coordinator

(863) 638-7240

[Teresa.Bass@warner.edu](mailto:Teresa.Bass@warner.edu)

**Mrs. Danielle Bean**, Director of Community Life

(863) 638-7595

[Danielle.Bean@warner.edu](mailto:Danielle.Bean@warner.edu)

**Mr. Johan Seminario**, Assistant Director of

Residence Life/Housing Coordinator

Resident Director of Williams Hall

(863) 638-7596

[Johan.Semanario@warner.edu](mailto:Johan.Semanario@warner.edu)

**Mr. Larry Phillips III**, Resident Director of House Dorms

(863) 638-7249

[Larry.Phillips@warner.edu](mailto:Larry.Phillips@warner.edu)

**Miss Vicki Bernhardt**, Resident Director of Holland Hall

(863) 638-7665

[Vicki.Bernhardt@warner.edu](mailto:Vicki.Bernhardt@warner.edu)

**Mr. Jonathan Barnett**, Resident Director

(863) 638-7287

[Jonathan.Barnett@warner.edu](mailto:Jonathan.Barnett@warner.edu)

**Miss Delaney Dye**, Resident Director of Raines/Fulton

(863) 638-7646

[Delaney.Dye@warner.edu](mailto:Delaney.Dye@warner.edu)

**Miss Charlette Leurs**, Graduate Assistant/Resident Director of

Spencer Hall

(863) 638-7668

[charlette.leurs@warner.edu](mailto:charlette.leurs@warner.edu)

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

(863) 638-7229

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

**Mr. Shawn Boos**, Bookstore Manager

(863) 638-2775

[warner@slingshot.edu](mailto:warner@slingshot.edu)

## **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 cell phone, 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.

### **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

**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
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>
<b>Police:</b> Lake Wales Police Department Polk County Sheriff's Department	<b>(863) 678-4223</b> <b>(800) 226-0344</b>
<b>Animal Control:</b> Polk County Sheriff's Office	<b>(863) 577-1762</b> <b>(888) 275-8941</b>
<b>Poison Control:</b> National Helpline Available 24/7	<b>(800) 222-1222</b>
<b>Campus Safety/Security:</b>	<b>(863) 638-7232</b>
<b>Suicide Hotline:</b>	<b>(800) 273-8255</b>
<b>Human Trafficking Hotline:</b>	<b>(888) 373-7888</b>

## **GENERAL STUDENT LIFE INFORMATION**

### **UNIVERSITY REPRESENTATION**

To properly exemplify the ideals of Warner University, students selected to represent the University in public functions (athletic, drama, music, 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/non-resident students. For example:

- Commuters may purchase a meal plan for use in the Dining Hall and Union.
- The Union provides drinks and light food items throughout the day, as well as a comfortable place to relax.
- Meal plans may also be utilized in the Union. 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.

## **STUDENT ID AND PARKING PERMIT**

### **ID Card**

During orientation the Office of Student Life will issue each student an identification (ID) card. 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

A lost ID should be reported to the Office of Student Life and a new one can be secured for a minimum fee of \$5. (\$10 for Spencer Hall) 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 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. Please see Security for more details.

## **DINING SERVICES**

### **Dining Hall Hours**

Monday Through Friday:

Breakfast 7:00am-9:00am

Lunch 11:00am-1:30pm

Dinner 4:30pm-7:30pm

Weekends: Brunch only 10:00am-2:00pm/Dinner served in the Union

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 swipe 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. Students are not permitted to swipe other individuals into the Dining Hall, but they may swipe for others in The Union.

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 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.

**Meal Plan Options:**

Gold - 19 meals per week

Silver - 14 meals per week

Bronze - 7 meals per week

Commuter students can purchase individual meals with a debit/credit card. Students may also add one of the meal plans listed above to their account that will allow them to swipe their ID card for a meal. Plans may be added in the Office of Student Life within the first 3 weeks of the semester. Students with special dietary needs are encouraged to contact the Food Service Director to discuss those needs so that accommodations can be made.

**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-Thursday. The Union accepts debit/credit cards, or items can be purchased as a meal for those who have a meal plan.

## **CAMPUS BOOKSTORE**

Warner University's Bookstore is run by Slingshot. The 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. Warner University uses ebooks for most of its courses. All Warner students will be required to own and bring to college a laptop computer that is capable of accessing their ebooks and utilizing other campus technology, as not having a laptop will impede student success. Information about acceptable devices can be [found here](#).

### **Slingshot Contact Information**

Toll Free: 800-949-7248 ext. 2775

Local: 863-638-2775

Fax: 863-734-5121

Email: [warner@slingshotedu.com](mailto:warner@slingshotedu.com)

### **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, after one semester or fifteen weeks, 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.

## **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 share your student information regarding Student Life, please fill out the Student Life FERPA Form on the next page or stop by the Student Life Office 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).

## FERPA Waiver

### FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974, establishes the rights of students with regard to educational records. The act makes provision for inspection, review and amendment of educational records by the students and requires, in most instances, prior consent from the student for disclosure of such records to third parties. The consent must be in writing, signed and dated by the student for disclosure of such records to be released, reason for release, and the names of the parties to whom such records shall be released. The act applies to all persons formerly and currently enrolled at an educational institution.

For more information visit: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

**Student Name** \_\_\_\_\_

(Full name, including middle name or initial, must print clearly)

**Warner ID or SS#** \_\_\_\_\_ **Student Email** \_\_\_\_\_

### Student Initials

\_\_\_\_\_ I voluntarily give permission for Warner University personnel to provide information concerning my Student Life/Athletics file or personal circumstances to the person identified below.

### Check One

\_\_\_\_\_ This waiver will be in effect during the full 2023-2024 academic year.

\_\_\_\_\_ This waiver will be in effect from \_\_\_\_\_ until \_\_\_\_\_.

\_\_\_\_\_ This waiver will be in effect regarding this specific situation only \_\_\_\_\_.

### Person to whom information (as checked above) may be released

Information can only be released per written request or in the student's presence upon providing identification.

**Name** \_\_\_\_\_ **Relationship to student** \_\_\_\_\_

**Phone number** \_\_\_\_\_ **Email** \_\_\_\_\_

**Address** \_\_\_\_\_

For this form to be validated, student must sign below: **In the presence of a Student Life staff member**

**Student Signature**

\_\_\_\_\_ **Date** \_\_\_\_\_

### Revocation of consent:

I hereby revoke the consent granted above:

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# 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.
- 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: Maintains academic records, transcripts, and diplomas. Records specialists can be reached at [registrar@warner.edu](mailto:registrar@warner.edu)
- Academic Center for Excellence: Provides academic support through peer tutoring and paper review services to traditional and online Warner students.
- Accommodations for students with disabilities: To register for accommodations, please call (863) 638-7244 or email [accomodations@warner.edu](mailto:accomodations@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 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.

Fall and Spring Semester Hours of Operation for the ODS and ACE

Monday - Thursday 8:30 am - 8 pm

Friday - 8:30 am - 3 pm

Saturday - Sunday - Closed

Located in the Pontious Learning Resource Center

## **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. They must be at the Writing Center by 4 pm to be seen.

Fall and Spring Semester Hours of Operation

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

Closed during Chapel (Wednesday's 10 am - 11 am)

Located in the Pontious Learning Resource Center

*For more information email: [writingcenter@warner.edu](mailto:writingcenter@warner.edu) or call (863) 638-7572*

## **OFFICE OF ACCOMODATIONS (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 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 Veterinarians 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 Disability Services.
- All information must be completed on Warner University's form 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 Disability Services to withdraw consent.
- 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.

*For more information email: [accommodations@warner.edu](mailto:accommodations@warner.edu) or call (863) 638-7244*

# 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**

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, a missing person investigation will be initiated immediately. See the Campus Safety section for our Missing Person Policy on page 72.

**Student Insurance**

Warner offers health insurance, through United Healthcare, to those without 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 MedProctor. To submit your immunization records to Warner University, click here. <https://www.medproctor.com/>

As per Florida State mandates, Warner University requires Meningitis A, Hepatitis B, and MMR (Measles, Mumps, and Rubella) 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).

Note, the COVID-19 vaccine is encouraged but not required for students to enter Warner University's campus.

# 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 give a fuller view of Warner University's expectations.

*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}*

**1. Alcohol/Tobacco/Drug-** Warner University is an alcohol, tobacco, and drug-free institution. Tobacco is injurious to one's health, Warner University traditional students will refrain from the use of any kind (including vaporizers, e-cigarettes and jules), or any other drug. 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 advertisements including alcohol, tobacco, and/or drugs, 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.

As a condition of enrollment at Warner University, all students consent to random (using Excel Spreadsheets RANDBETWEEN function) and selective drug testing. If a student refuses to participate in a drug test, that student is subject to disciplinary action, up to and including immediate dismissal from the University. Please see page 41 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 54.

## **2. Tobacco-Free Environment**

Warner University is a tobacco-free institution. This mandates that there is to be no usage, possession, or distribution of 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 and drug testing. See the Tobacco Policy Procedures on page 41 for more in-depth information.

## **3. Theft**

Theft is the removal of another's 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. For more detail on theft and safety procedures, see page 59 under Residence Life Hall policies.

## **4. 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).

**5. 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.

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

**7. 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 Anne Tohme, Title IX Coordinator, at [anne.tohme@warner.edu](mailto:anne.tohme@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 68-71 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 students may refer to

<https://warner.edu/student-portal/services/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.



8. **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.

9. **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. This is a serious offense, as the damage done by cyber bullying is extremely difficult, if not impossible, to reverse. Any form of cyberbullying is prohibited.

10. **Sexting-** Sexting is sending photos , videos, or tex 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 videos of the groping/fondling of body parts or photos and/or videos that insinuate or suggest said acts. Sexting is prohibited and will be responded to with disciplinary action including potential dismissal.

11. **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, ethnicity, age, sexual orientation, national origin, gender, or disability is not acceptable in any form.

12. **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. Any kind of demeaning gesture, threat of violence or a verbal or physical attack directed toward another person will not be tolerated.

13. **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.

**14. 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.

**15. 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.

**16. 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.

**17. 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.

# WARNER'S RESTORATIVE DISCIPLINE PROCESS

## OVERVIEW and VISION

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 that our discipline will be hospitable, gracious and accountable. It is our belief that this was the model set in place by Jesus, as seen in various accounts of Scripture; thus making it best practice for Warner as a Christian university.

**Hospitality aims to make recipients feel 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 our hospitable practices will foster discipleship.**

Scripture says in *Hebrews 12: 6-8* “*Because the Lord disciplines the one he loves, and he chastens everyone he accepts as his son*” “*7 Endure hardship as discipline; God is treating you as his children. For what children are not disciplined by their father?*” “*8 If you are not disciplined—and everyone undergoes discipline—then you are not legitimate, not true sons and daughters at all.*” Discipline helps us become better disciples of Christ, and any student who finds themselves in a disciplinary dilemma can expect to be developed by the Associate Dean of Students and other Warner authorities.

**Grace is undeserved, yet God has been gracious with us and so our disciplinary responses are intended to be gracious and inspire renewal and restoration. Our goal, in all things, including discipline is to encourage and empower students toward growth.**

Scripture says in *Hosea 4: 6 - 6* “*My people are destroyed from lack of knowledge. Because you have rejected knowledge, I also reject you as my priests; because you have ignored the law of your God, I also will ignore your children.*” Warner is aware that sometimes wayward behavior is a matter of inexperience or unconsciousness and we will do our best to educate and encourage students through the disciplinary process so offenses do not become repetitive.

**Jesus called people up; hospitality and grace also require accountability as part of the restorative discipline process, Warner will issue discipline that is Scripturally based and just.**

The discipline process at Warner involves both grace and justice. 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.

In line with Jesus' treatment of his sheep, 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 (see Student Growth Initiative below for more details). 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.

### **Student Growth Initiative**

If a student voluntarily comes forward to an RA, RD or other staff/faculty member and confesses a violation of our community expectations prior to being discovered, Student Life is committed to coming alongside the remorseful student to help them grow. Following such a confession, the student will meet with the Associate Dean of Students 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.**

## Disciplinary Response

### TIERS OF OFFENSE

There are generally three levels of offense: Tier One (minor), Tier Two (more serious), and Tier Three (most serious). Keep in mind that Student Life reserves the right to determine the seriousness of offense and offenses may be raised or lowered at the discretion of the Associate Dean of Students on a case by case basis. Tiers of an offense, determine a student's pathway through the restorative discipline process.

The Office of Student Life generally considers the following when responding to violations:

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

**The offenses listed below are the most common, but this is not an exhaustive list.**

#### Tier One

- Inappropriate response to University officials
- Repeated PDA corrections
- Open Dorm violations
- Trash/Misuse of property

**\*\*\*Continuous and repetitive Tier One offenses will result in escalation of offense to Tier Two.**

#### Tier Two

- Trespassing
- Alcohol/Tobacco/Drug Possession
- Sexual Misconduct (consensual premarital sexual encounters, consensual same-sex encounters)
- Pornography
- Harassment (bullying, inappropriate speech toward a person)
- Theft/Larceny
- Vandalism

**\*\*\*All Tier Two offenses will likely result in disciplinary probation.**

#### Tier Three

- Sexual Misconduct (adultery, indecent exposure, voyeurism)
- Sexual Harassment/Title IX Violation
- Hazing
- Harassment (physical or death threats)
- Possession of weapons
- Illegal Drug Distribution

**\*\*\*All Tier Three offenses will likely result in disciplinary dismissal.**

**Students violating Community Commitments and Behavioral Expectations may be subject to the following Student Enrichment and Student Consequences from the Office of Student Life:**

**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.

**Student Consequence** Students may receive discipline in the following categories:

- a. **Activity Suspensions**-Students may receive an Athletic Game/Club/Social Group suspension and/or **community service**. 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.
- b. **Fines/Restitution**- Certain behaviors may be addressed through monetary fines, or compensation for damages or loss of property resulting from misconduct. Student Life 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. In some situations, students will be required to enroll in an educational course as a response to their actions and students are required to cover the cost of the course (typically \$35)
- c. **Written or Verbal Apologies**- If another party has been wronged by a student's behavior, a formal apology may be required.
- d. **Disciplinary Hold**- A student may have a hold placed on their student account until all disciplinary requirements have been fulfilled.

- e. **Disciplinary Meetings-** All students violating Community Commitments are required to meet with Student Life Administration as requested.

**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.

We hope our students will lovingly encourage their peers to uphold Warner's Community Commitments. In the event a peer is in violation of the Community Commitments, we ask that students have their peers come forward and speak with a Student Life staff member.

### **Probation and Dismissal Guidelines**

**Disciplinary Probation** - A disciplinary status permitting the student to remain in school under specific terms designated by the Associate Dean of Students. 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 could potentially 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** - An action by the Associate Dean of Students that 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 Associate Dean of Students. 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 Students Life shall make all decisions regarding immediate dismissal.

**Appeals Process**-In the matters of Student Discipline, the Associate Dean of Students reserves the right to discipline students as he/she deems necessary in accordance with Warner policies and procedures.

In cases that involve the Restorative Discipline process, students who are displeased with the disciplinary decisions of the Associate Dean of Students are permitted to appeal for any reason. These appeals of discipline must be submitted to the Dean of Students. The student must fill out a Disciplinary Appeal Application Form that includes the following elements:

1. The original letter of dismissal/suspension
2. Student's written letter of appeal
3. Character recommendation from one Warner faculty/staff of the student's choice

In cases that involve suspensions and dismissals, students will only be given the right to an appeal if: (1) new information becomes available that was not available through the original investigation or (2) the student believes that they were not given due process.

Appeals of suspension or dismissal must go to the Vice President of Student Life. Students must fill out a Suspension/Dismissal Appeal Application Form that includes the following elements:

1. The original letter of dismissal/suspension
2. Student written letter of appeal stating the rationale of why an appeal should be granted and including required information.
  - New information and/or
  - Lack of due process
3. Character reference letter from a coach or staff member
4. Character reference letter from a faculty member or a pastor

Students have 48 hours to appeal all disciplinary responses. If an additional amount of time is needed, students may request extensions via the Appeal Extension Form.



# **ALCOHOL, TOBACCO, 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 dismissal or a lesser sanction.

## **Alcohol and Drug Possession and Use**

The use, distribution, or possession of any alcoholic substance, product, or drug 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 and punishable by up to 60 days in jail or six months probation and a \$500 dollar fine. Alcoholic beverage containers, drugs, or devices used for an illegal 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. Photographs of alcohol 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 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). A student who comes to campus obviously altered by alcohol and/or 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.

### **Tobacco Possession and Use**

The use, distribution, or possession of tobacco, though legal for those over the age of 21, is prohibited on Warner University's campus and at any off-campus Warner sponsored events. Tobacco products and devices such as chewing tobacco, cigars, hookahs, e-cigarettes, hemp, containers, ashtrays and spit cans are prohibited through Warner University's policies.

**Medical Cannabis/Marijuana** The use, distribution, or possession of Marijuana or any other illegal substance is prohibited. Athletes should keep in mind that students taking prescribed Medical Marijuana, while welcome to attend Warner University, may not participate in Intercollegiate Athletics. 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 with medical clearance for Marijuana, or other drug usage, must self-report for approval with the Office of Student Life prior to arriving on campus for any curricular, co-curricular or extra-curricular activity (including athletic team participation, camps, etc) to avoid penalization resulting from drug tests.**

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.

Any official legal documentation to use Marijuana or other legally prohibited substances must be provided to the Associate Dean of Students or Assistant Director of Residence Life. (not your Resident Director or Resident Assistant). If a student receives legal, medical documentation in the middle of the semester, they must inform the Student Life office, and provide the official documentation within 24 hours.

### **Under no circumstances are athletes allowed to use prohibited substances**

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.

### **Bystander/Conditional Immunity Policy**

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 24. 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.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0800-0899/0893/0893.html](http://www.leg.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. 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.

### **I. Drug Testing Personnel for Warner University**

Drug tests on campus will be conducted by Student Life personnel. Resident Directors are the primary personnel who will conduct drug testing procedures.

### **II. Drug Testing Location on Campus** – Drug testing will be conducted as discreetly as possible. All students should report to the Office of Student Life for testing.

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

- a. All students must be able to pass a drug test at the start of each semester.
- b. Students will 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.
- c. Students who fail a drug test are subject to disciplinary action from the University, (See Restorative Discipline Section)
- d. For students who have failed a drug test, 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
- a. Students are required to report to the Office of Student Life within one hour after receiving notice of a drug test. Students who are off campus during random selection will be rescheduled and must complete an off campus exemption form. **Once students report for testing, they are not permitted to leave until the test is complete.**

The Associate Dean of Students will provide a letter for any classes missed due to drug testing.

- V. Random drug tests 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 Excel Randomizer, not to exceed 15%.
  - c. Drug tests are not conducted based on rumors or anonymous tips.

**Athletics:** Teams may choose to randomly drug test their athletes at any time or they may choose to drug test the entire team at the Coach's discretion. Please be aware that in these situations coaches may administer drug tests instead of Residence Directors.

# SPIRITUAL LIFE

Warner University is committed to holistically guiding every Warner student toward Christ-like character and intellectual maturity. To achieve this, each semester we require all students to earn Spiritual Growth Credits. All Spiritual Growth Opportunities are led from a Christian worldview with scripture as the guiding authority.

## **Spiritual Growth Credit Requirements for Residential Students**

Must earn 21 Spiritual Growth Credits. Ten of these must be earned from attending the weekly chapel service in person at SLWCOG. The other eleven credits may be earned through any of the offerings within the five categories, by participating in a Core Group, or virtually in [iAttended](#).

**Spiritual Growth Credit Requirements for Commuter Students** Must earn 16 Spiritual Growth Credits. Commuters may earn credits through Spiritual Growth Opportunities on campus, by participating in a Core Group, or virtually in [iAttended](#). In person Chapel is not required for commuters, but they are always encouraged to attend and a Spiritual Growth Credit will be awarded.

Spiritual Growth Credits may be earned at approved events marked by the phrase, “Worth 1 Spiritual Growth Credit” or virtually in [iAttended](#).

## Student Growth Tracks

There are two primary opportunities to fulfilling the Spiritual Growth Credit (SGC) requirements:

(1) Individual: When a student is on the Individual Student Growth Track, residential students must earn 21 SGC’s. Ten of these must be earned by physically attending chapel and the other eleven at their own selection. Commuters must earn 16 SGC’s.

(2) Core Group: A Core Group is a community group led by a mentor, with two to seven other students. These groups are designed to build community, help students grow spiritually, and create shared experiences outside of the academic and athletic spheres. We hope that the Core Group experience will inspire students toward leadership and service.

**Residential students selecting to participate in a Core Group will still need to attend ten in person Chapels.** The other eleven credits will be met by attending Core Group gatherings. Core Group gatherings will be a combination of mentor led group activities and selected SGC opportunities the group attends together. Missing more than three Core Group gatherings will result in a student reverting back the individual track to earn their SGC's. To join a Core Group, students will sign up from a provided list of Core Group mentors.

### **Chapel**

Warner's most prominent Spiritual Growth opportunity and gathering is the University Chapel experience. Chapel is under the Discipleship Category of Spiritual Growth Opportunities. Chapel is a weekly community time of worship and praise. Chapel provides an opportunity to hear scripture proclaimed, receive encouragement from one another, learn about what is going on in the Warner community, and to glorify God together.

Chapel is every Wednesday at 10 a.m, unless otherwise stated, at South Lake Wales Church of God (across from the Ratzlaff Building) in the Christian Ministry Center. Students are asked to walk to Chapel rather than drive, as parking is limited.

### **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.

In addition to Chapel, Warner offers Spiritual Growth Opportunities in the following five categories.

<p>1. <b><u>Discipleship</u></b> - For students who would like to deepen their Christian faith or begin following Jesus Christ Examples: Chapel, Book Studies, Prayer Groups, Worship Nights, etc.</p>
<p>2. <b><u>Personal Enrichment</u></b> - Development of self and social management through soft and emotional skills Examples: Time-management; leadership skills; communication/anger management; interpersonal skills; mental health, etc.</p>
<p>3. <b><u>Life Skills</u></b> - Students who desire to develop life skills beyond their academic/professional discipline to improve their responsibility and marketability Example: Personal finance, changing a tire; cooking and hospitality; writing a resume; etc</p>
<p>4. <b><u>Courageous Conversations</u></b> - Students who desire to dialogue, understand, build empathy toward, and/or interact with people regarding current, impactful social realities. Examples: Coffee and Conversation; thinking critically about the Christian Worldview; Christian love and the LGBTQ+ community; Crossing Cultures; Race &amp; Discrimination, etc.</p>
<p>5. <b><u>Service</u></b> - Students who desire to exercise Christ like action to others through on or off-campus opportunities Examples include: Lake Wales Care Center; H.E.A.R.T. Hunger Education and Resource Training Center; The Mission of Winter Haven; community service around campus; mission opportunities; etc.</p>



## **Student-Led Spiritual Life Programming**

Students may also develop Spiritual Growth opportunities. Students who wish to develop Spiritual Growth opportunities for the student body may fill out a [Spiritual Growth Programming Request Form](#). Student Life will let the student know if their program was approved via email. The Dean of Students will support and assist students with leading Spiritual Life Programming. Students are encouraged to keep their events at consistent times and dates, and if there is an event change, they must notify the Office of Spiritual Life at least 48 hours prior to the event's start date.

**Virtual spiritual growth credits** are earned through [iAttended](#).

*A limited number of Spiritual Growth Opportunities will be available Virtually. It is not the intention that residential students be able to complete all Spiritual Growth Credits virtually.*

## **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) 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). Students who fail to achieve Spiritual Growth requirements for a second time, at any time during their college career, will be withdrawn from Warner University. Students who fail to obtain Spiritual Growth requirements are strongly encouraged to reach out to the Office of Student Life at the beginning of the following semester to receive assistance in developing a plan for success.

Students who are withdrawn may write an appeal to the Vice President of Student Life within 48 hours. All appeal decisions are final. Students may reapply for admissions after one full semester. 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 writing two-page reflection papers for each unearned Spiritual Growth credit. 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 two-page reflection papers for each unearned Spiritual Growth credit. If a student seeks readmission to Warner University after two years after transferring, the student's case will be reviewed by the Dean of Students as to whether the Office of Student Life may re-admit the student.

### **Mid Point Check In**

All traditional students are required to earn half of their required credits by the midpoint in the semester. If you have not earned half of your credits by the midpoint in the semester, you may be withheld from participating in any non-academic (curricular) activities.

How can I find out about available Spiritual Growth Opportunities? A list of Spiritual Growth Opportunities are advertised on the bulletin boards and entryways of buildings around campus, on the University calendar on the [warner.edu](http://warner.edu) website, in chapel services, and through Warner Shield.

### **Credit Exemptions**

Some student schedules or circumstances may inhibit the earning of credits in any given semester. When this is the case, students must appeal for exemptions ahead of time with the Office of Student Life. In order for a student to be considered for a Spiritual Growth Credit exemption, he/she must submit an SGC [Exemption Form](#). This form may also be found on the Spiritual Life Page on the Warner website. [Spiritual Life | Warner University](#)  
The following guidelines are used for Chapel exemptions:

#### Internships/Practicums/Capstones

Students who have an Internship/Practicum or a Capstone for the semester may be considered for Spiritual Growth credit exemption (also known as "Chapel exemption") for the semester. Internships must require 20+ hours of fieldwork or research per week (See Spiritual Growth Credit Exemption form above).

### Off-Campus Internships

Students who do not have an authorized Warner internship may be approved for exemption if both the Department Chair and a professor of their discipline are willing to sign off on the internship's rigor. These internships must require 20+ hours per week outside of class.

### Class Schedules

Students with 19 credit hours or more may apply for the exemption. Official Warner class schedules must be uploaded to the form. If the student falls below 19 credit hours, they will be responsible for the Spiritual Growth requirements for the semester.

### Disabilities

Students with disabilities that prevent them from meeting their Spiritual Growth requirements must get approval for an exemption from the Office of Accommodations.

*For more information please visit our web page*

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

*Or email: [accommodations@warner.edu](mailto:accommodations@warner.edu) or call (863) 638-7244*

### Work Schedules

Exemptions for work may also be granted: Students who work consistently for 38 or more hours per week (on or off-campus) may be considered for Spiritual Growth credit exemption. Students must upload official work schedules to the form.

### Primary Caregiver

Students who are the primary, full-time caregiver of a family member may request an exemption.

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 during 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.

# **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 volunteerism, 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. 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  
Sunday Funday  
Feel Good  
Friday  
Tuesday  
Bonfires  
Athletic Events  
Spiritual Growth Opportunities  
Dean's Den  
Monday Mindset  
Pickleball  
Beach Trips  
Movie Nights  
Block Parties  
Watch campus advertising

### **Join**

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

FCA  
International Club  
Creative Writing Club  
Country  
Cattlemen's Association  
FFA  
Collegiate Farm Bureau  
Social Work  
Business  
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 quarters; 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 and healthy environment. Our desire as Residence Life staff is to walk with students and help them 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 Contract**

This contract 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 the room contracted at Warner University. This document constitutes an offer by Warner University, (hereinafter referred to as "The University"), to contract with a student for housing. The Warner University Student Handbook is also incorporated by reference into this contract.

An agreement to this contract is also an agreement to the Student Handbook and the university policies contained in it.

**1. Housing Policy** All full-time undergraduate students are required to participate in residential living (on campus housing). Students desiring to live off campus must complete the off-campus housing application and meet one of the following requirements. The student must reside with a parent or legal guardian within a 50-mile radius of The University, be 21 years of age, be considered Senior status, or be a parent or legal guardian. Residence Halls are for unmarried residents. If a student gets married during a semester, 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. For further information on this policy, see “General Housing Policies” in the Student Life Handbook. All student housing is administered through the Office of Student Life.

**2. 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 year with the exception of Holland Hall. Transfer and returning students may select either the Gold or Silver Meal Plan. Holland residents are required to have a minimum of the 7 meal plan. Students not contracting for the required meal plan at the beginning of the semester will be charged at the appropriate level after the semester classes begin. Students may request meal plans changes by emailing [studenthousing@warner.edu](mailto:studenthousing@warner.edu) with their meal plan change request. The email must include your student ID #, your current meal plan, and the meal plan you are requesting. You have up until the 3rd week of school to make any changes or adjustments to your meal plan for the semester. You will receive an email once your request has been approved. After the 3rd week, students must wait until the following semester to make any wanted changes to their meal plans.

**3. 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 contract 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 48 hours to vacate the Residence Hall. After which students remaining in Residence Halls will be fined \$50 per day.

**4. Room Assignment** The University will not discriminate against any room/hall assignments based on race, religion, and color. Dorm 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 first three weeks of class.

**5. Apply for Housing** All Returners must apply for residential housing in a timely manner to secure lodging in University housing. If you are a returner seeking to live on campus, the Director of Housing will email you the Returning Student Housing survey once you have been registered for classes for the academic semester. Students will be placed in rooms once Royal Clearance has been achieved. Without Royal Clearance, your housing status/assignment will be temporary. Returning students who seek to live off campus must submit an Off Campus Housing Form (see page 65).

**6. Occupancy** The Office of Student Life announces Residence Hall's 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.

**7. Pre-Season Housing** Residential students that decide to withdraw from Warner University during the 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.

**8. Check-In/Early Arrivals** Unauthorized early arrivals will be charged a fine of \$100 per day. Only the Office of Student Life can approve early arrivals.

**9. Check-Out** All residential non-graduating students must be checked out of the Residence Halls by 7 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 7 p.m. on the day of 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 they check out at the end of the Spring Semester, decide to 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. Items will not be shipped to students.

**10. 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 and rekeying.



**11. Liability** The University will use reasonable efforts to protect students 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 be well-versed in what their insurance covers. If interested, students can purchase rental insurance through Grad Guard (<https://warner.campusconnexions.com/>).

**12. Breaks** All university residence facilities will be closed for 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, Thanksgiving 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.

**13. Furnishings and 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 Associate Dean of Students 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 may complete a Room Conditions Inventory form. This form will 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.

**14. 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. Shoes are not to be left in hallways.

Students who fail to meet the community expectations for cleanliness will meet with their Resident Director, and possible disciplinary actions will be taken.

**15. 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 with the exception of the House Dorms. (\$2 per wash/\$2 per dry)

**16. 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. See #9 regarding check-out in the Residence Halls.

**17. 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 Disability Services 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/>

**18. 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.

**19. 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 random drug testing to be done at the University's discretion. A student's refusal to participate in a random 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.

## **Residence Life Policies**

### **Cleanliness Expectations**

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

- Wipe down 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 with a disinfecting cleaner and a damp microfiber cleaning cloth
- Disinfect frequently touched surfaces like door handles and light switches
- Sweep or vacuum floors, getting in the corners, along the walls and behind doors
- Mop floor using an all purpose disinfecting cleaner
- Tidy up and make the bed
- Do laundry and put away clean clothes
- Clean the windows, blinds and mirrors with a window cleaner
- Wipe down all electronic devices often using a disinfecting wipe
- Organize your desk and papers
- Spritz some air freshening spray to keep your space fresh and welcoming

Students should be aware that RDs and RAs will be conducting 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, or any other area of the Residence Hall.

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

- Warning (First and only warning.): Warned there will be a fine.
- The student is emailed by RA/RD.

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

- \$25 Fine
- Email sent by RD

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

- \$50 Fine
- Email sent by RD
- Meeting with RD about the situation.

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

- \$75 Fine
- Email sent by RD
- Meeting with Associate Dean of Students
- Community Service Hours (Times TBD)

#### **Continued Failing**

- Additional disciplinary action.
- Possible removal from housing

RAs will be doing **bi-weekly** walkthroughs for cleanliness checks and need to check everything carefully. Anything that is broken or damaged **must be written up by the RA and they need to notify their RD.**

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

RDs 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.

### **Open Dorm 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 RD.

### **Open Dorm Hours:**

Monday-Thursday 7pm-11pm

Friday 7pm-12am

Saturday-Sunday 3pm-11pm

Open dorm hours apply to students 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 Dorm Violations**

Students should be aware that the level of consequence will be based on the severity of the violation.

#### **Warning** (policy suggestion change)

- First and only warning for violations
- Given by RA or RD

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

- Meeting with Resident Director.

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

- Loss of Open Dorm privileges for one month.
- Conversation with the Associate Dean of Students.

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

- Loss of Open Dorm privileges for the entire semester (or the equivalent time frame).

- Meeting with the Associate Dean of Students, and a requirement to complete a formative discipline initiative.

#### **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.

#### **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, dorm room, 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 the Office of Student Life.

#### **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.

#### **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 RD. 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 RD once the request has been submitted. The RD will contact the student via text, phone, or email with an approval/denial response.

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

All daytime overnight guests are subject to all University regulations. Guests must furnish their name and/or ID whenever an RA or RD 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 72)

**Repairs and Maintenance** Students should submit work orders through the [Work Order](#) link or report to the RA or RD. Without proper submission repair and maintenance concerns cannot be addressed. If an emergency occurs (i.e. severe water leaks, toilets overflowing, etc.) after hours, call the RD on duty immediately. If you are unable to reach the RD, 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.

### **Skateboards/Rollerblades/Hoverboards/Bicycles**

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 student's room and may not be stored in hallways or building lobbies.

### **Pranks**

**Pranks must be safe. Any prank that jeopardizes the safety of individuals in any way physically and/or emotionally will not be tolerated.** Pranks must not result in personal harassment, excessive inconvenience, invasions of privacy (entering a room without the permission of the resident of the room), or destruction, damage, or removal of property. The responsibility for cleaning up, financial cost for damages, and additional costs incurred by the college lie with those involved with the pranks. Pranks must not violate University policy. If you have concerns about the level of appropriateness, reach out to your Resident Director or simply do not engage in the prank.

### **Water Fights**

Water fights in buildings are not permitted. Water fights should occur only with students who have consented to participate. Throwing water or water balloons on unwilling persons is prohibited. The use of water balloon launchers, slingshots or other projectiles is prohibited due to the risk of serious injury and property damage. Individuals that participate are expected to clean up any litter created by the activity.

### **Search and Seizure**

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 into a room in order to ascertain the general welfare of students, to determine the health and safety conditions of the room, to check the physical conditions 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 campus regulations and/or city, state, or federal law and (2) investigating circumstances which require immediate action. Searches conducted by local, state, or federal police will require a valid search warrant or consent of the party whose person or property is to be searched. 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 apply for residential housing in a timely manner to secure lodging. If you are a returner seeking to live on-campus, the Housing Coordinator will email you the Returning Student Housing Survey once you have been registered for classes for the next academic semester. Registering for classes and completing the Housing Survey secures placement in the Residence Hall, not a specific room. Students will be placed in rooms once they achieve Royal Clearance. Without Royal Clearance, a student's housing status/assignment will be temporary. Questions about University housing should be addressed to the Housing Coordinator via email at [studenthousing@warner.edu](mailto:studenthousing@warner.edu) or by phone at (863) 638-7596. Students have until the third week in the semester to request a housing change. There are no guarantees housing requests will be possible.

### ***Off Campus Housing***

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 living with a parent or legal guardian less than 50 miles from Warner University
- The student is 21 years of age/classified academically as a senior
- 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

- The student is employed and housing is provided as part of the compensation package
- The student has a child living with them as a permanent resident
- The student has paperwork on file with the Financial Aid office previously deemed as an emancipated minor
- Exceptions may be made by the Associate Dean of Students

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 Assistant Housing Coordinator. Once approved for off campus housing, that approval applies to the academic school year for which the approval was granted. Off campus housing must be reapplied for every academic year.

**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 the current semester if it is in progress. If assigned housing on campus prior to the start of the semester, and then approved for off-campus housing, a \$100 campus housing cancellation fee may incur. The deadline to submit this form is 2 weeks from the first day of classes, after that period submissions may not be accepted. If approved to move off-campus after classes begin, campus housing 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 have been approved to live off-campus for any of the above reasons, you are not required to submit any future requests for approval.
- 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.

### **Meal Plan Change Requests**

Students must request meal plan changes by emailing [studenthousing@warner.edu](mailto:studenthousing@warner.edu). The email must include student ID #, current meal plan, and requested meal plan. Students will have up until the 3rd week of the semester to make changes or adjustments to meal plans for the semester. Students will receive an email once the request has been approved. After the 3rd week, students must wait until the following semester to make any changes to their meal plans.

## 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.

## 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:

Mrs. Anne Tohme  
Vice President for Student Life/Title IX Coordinator,  
Rigel Student Center  
Office telephone (863) 638-7606  
Email address: [anne.tohme@warner.edu](mailto:anne.tohme@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. The following definitions have been taken from Warner University's policy P-380 Sexual Harassment and Title IX Grievance Policy and Procedures.

<https://www.warner.edu/wp-content/uploads/2019/05/P-380-Sexual-Misconduct-Policy.pdf> For more information on these terms and/or penalties for these crimes, please see the following [link](#) to chapter 794 of Florida State statutes.

***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. **Title IX Coordinator/Vice President for Student Life**  
**Anne Tohme (863) 638-7606**
  - b. **Campus Safety/Security personnel (863) 638-7232**
  - c. **Dean of Students**  
**Steven Weathers (863) 638-7247**  
**Associate Dean of Students**  
**Courtney Chatman Buford (863) 638-7253**

## **Definitions**

**Sexual Assault:** Sexual Assault is any actual, attempted, or threatened physical sexual act with another person without that person's consent. It includes, but is not limited to, sexual acts perpetrated by force (expressed or implied), or duress, deception, or coercion upon the victim. It includes "date rape" or "acquaintance rape," and specifically includes sexual acts involving a victim who is incapable of giving consent due to age, disability, or intoxication by alcohol or drugs; indecent exposure; threats (direct or indirect) linked to sexual propositions; coerced sexual activity; sexual battery; or the unwanted touching of an intimate part of another person, such as a sex organ, buttocks, or breasts. Sexual assault (as defined in the Clery Act), includes any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape:** As required by VAWA (Violence Against Women Act), Warner University employs the following definition for rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Sexual Harassment:** Sexual Harassment consists of unwelcome sexual advances; requests for sexual favors; and other verbal, physical, electronic, or digital conduct or communication of a sexual nature. Submission to or rejection of the conduct is made a term, condition of, factor in, or interference with employment or education. The conduct could also create an intimidating, hostile, or offensive working, learning, or living environment. Sexual assault is a form of sexual harassment which may also constitute criminal conduct. Any act of sexual violence that creates a hostile environment is in violation of Warner University's Sexual Harassment and Title IX grievances policy. Warner University will not tolerate harassment of any kind. Those found to have been engaging in harassment will be subject to discipline that could include dismissal from the University. While not all incidents of harassment violate the law, WU reserves the right to contact law enforcement agencies immediately whenever it is deemed necessary.

**Domestic Violence:** Domestic violence (as defined in the VAWA amendments to the Clery Act: [VAWA, DFSCA, & FERPA](#)) includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the State of Florida's domestic or family violence laws; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Florida.

**Dating Violence:** Dating Violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), includes 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: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.

**Stalking:** Stalking (as defined in the VAWA amendments to the Clery Act), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.

**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. As part of the investigation, Campus Safety/Security will first notify the student's emergency contacts and potentially law enforcement.

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 Dean of Students 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. **When driving across Hwy-27 to the House Dorms, students and staff shall not zigzag across the median or drive/cut through Bok Academy South's parking lot.**
9. Students are not permitted to drive on the grass to avoid a speed bump/hump.
10. Must have a valid handicapped permit in order to park in handicap 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 and/or fines.

## 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, CO2 detectors, or Security Cameras in any way will result in significant fines and disciplinary actions, as will the propping open of locked doors or any security features intended to keep students safe.

- 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

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 (open flames, for example), will not be tolerated and will result in immediate disciplinary action and possible dismissal from the University.

## 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.

## **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

### 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

### 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

### **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 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. **Any deviation in this policy may 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](#)

# 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, or credit card.
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.
4. Payment Plans require ACH or Credit Card payments (a 3% fee will be added for using these payment methods).

## 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 and are current. 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, meal 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.

Note: Meal plan changes can only be made during the first three weeks of the semester.

#### **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 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 [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

**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.

**\* 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. \***

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.

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 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.
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 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](#)