SOUTHWESTERN
ADVENTIST UNIVERSITY

Student Handbook

2012-2013

FROM THE DESK
OF
THE VICE PRESIDENT FOR STUDENT SERVICES

It is time to take our finger off the "pause" button and push "play" for yet another school year. The '12-'13 Tour is upon us, to commit individual and collective efforts to taste success on this year's journey. I hope that your new and renewed vigor gives you what you need at just the right moments, whether it be minimal or monumental. May God's hand direct our paths as we come together on common ground. May His spirit lead us in varied points of passion and commitment. May His grace embrace us in His sweet and infinite love. And may we continually seek the counsel of the I AM in all that university life has to offer –

And Jesus grew in wisdom and stature,
gaining favor with both God and man
Luke 2:52

As the physician noted of Christ, may the same be true about us, as we enter into a covenant with our contemporaries, our mentors and the Almighty. May we be granted glimpses of His face, throughout our time together, as we go about doing our Father's business at Southwestern Adventist University.

All In Him,

James The
Vice President for Student Services

OUR HISTORY

Southwestern Adventist University was founded as an industrial school in 1893. By 1896 it came to be known as Keene Industrial Academy. Twenty years later the school began to offer college courses on the junior level. As a result, it became known as Southwestern Junior College. The name was changed again in 1963 to Southwestern Union College. In 1967, the college became a senior academic institution, offering classes at the bachelor level. In 1970, accreditation was granted by the Southern Association of Colleges and Schools. Seven years later, the institution was renamed Southwestern Adventist College, reflecting its religious affiliation. Authorization to offer a masters degree in Elementary Education was given in 1987. The masters program was accredited in 1989 by the Southern Association of Colleges and Schools. In 1996 the name was changed to Southwestern Adventist University. To date, masters degrees are offered in Business Administration, Counseling, Curriculum and Instruction with Reading and Educational Leadership.

OUR MISSION

The mission of Southwestern Adventist University is to offer quality higher education in a Christ-centered environment shaped by Seventh-day Adventist and Christian values.

OUR VALUES

- **We believe that God is the ultimate source of meaning.**
- **We affirm the Seventh-day Adventist tradition of service.**
- **We are committed to the harmonious development of body, mind and spirit.**
- **We are committed to educating men and women of integrity, who value learning and inquiry.**
- **We are committed to the liberal arts tradition, which educates for life, not merely vocation.**

OUR VISION

Southwestern Adventist University is to be a leader in Seventh-day Adventist higher education and make significant contributions to religiously affiliated education in general.

YOUR COMMITMENT

Your attendance at Southwestern Adventist University signifies your understanding that Southwestern Adventist University is a Seventh-day Adventist institution that upholds SDA standards and that you intend to support university philosophies and the community itself. As a student you pledge acceptance of and full cooperation with Southwestern Adventist University policies as stated in the Student Handbook, the Bulletin, the Residence Hall Handbook (if residing in on-campus housing), the Mugshots and as officially announced. Your behavior, both on and off campus, is expected to comply with and reflect the values of Southwestern Adventist University.

YOUR RIGHTS

As a student of Southwestern Adventist University you have the right to…….

- ***an environment that is conducive to learning***
- ***expect the university to be a place of spiritual growth***
- ***appropriate, affirming and respectful behavior in your interactions with other members of the university community***
- ***compete on a fair and equal basis for academic recognition***
- ***an environment that promotes wellness and safety***
- ***acceptable modes of public expression and communication***

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It is highly recommended that students sign up to receive critical alerts via text messaging to their mobile phones. This can be done at http://www.swau.edu/alerts

CAMPUS LIFE AND SERVICES

BOOKSTORE

The online bookstore (http://swau.edu/bookstore) sells textbooks and other required items for class. Students will have the option of purchasing new or used textbooks or to rent textbooks for the semester. When available, e-textbooks can be downloaded. Students can also sell textbooks on line for cash or credit.

COUNSELING AND OUTREACH CENTER

The Education and Psychology Department is responsible for the center under the directorship of the Department Chairperson. A Counseling Advisory Committee consisting of the Vice President for Academic Administration, Vice President for Student Services and the Department Chairperson is in place to guide the Department of Education and Psychology in achieving the goals of the center. The center is located on the ground floor of Scales Hall and all services are provided at this location.

SERVICES

The Southwestern Adventist University Counseling and Outreach Center (SCOC) offers personal counseling, career guidance, selected testing services and academic planning in helping students adjust to university life and to succeed in their intended goals while at this institution.

CAREER PLANNING

Several career and interest inventories are administered by the SCOC to help students learn more about their aptitudes, achievements, interests, values and personality. Some of these measures included, but not limited to, are the CAPS, COPS, COPES, MBTI and 16PF.

STUDENTS WITH DISABILITIES

The SCOC strives to assist students with qualifying disabilities in their academics while enrolled at Southwestern Adventist University. Students with special needs and needing support must notify the center and provide appropriate documentation to verify disability. The office of the Director of Students with Disabilities is located on the ground floor of Scales Hall and can be reached by calling ext. 6290.

Office Hours:	Monday-Thursday	8am-12pm and 1pm-5pm
	Friday	9am-12pm

TESTING

The SCOC provides a variety of testing, such as, the College-Level Examination Program (CLEP) and the SAT/ACT exams. Contact the center for more information on the tests offered. Please take note that fees may apply and plan accordingly so that the department can accommodate your needs based on availability of the test and current appointments. Testing times are Monday, Wednesday and Friday from 8am-12pm, with an advance notice time of 48 hours. Please plan accordingly.

FACILITIES - HOURS OF OPERATION

CHAN SHUN CENTENNIAL LIBRARY

Sunday	12pm–11pm	Saturday	Closed
Monday-Thursday	8am-11pm	Holidays & Summer	As Posted
Friday	8am-2pm		

THE COMMITTEE OF 100 CAFETERIA

Breakfast, Regular	Monday-Friday	7:45am–8:45am
Breakfast, Light	Monday-Friday	8:45am-9:30am
Lunch, Regular	Monday-Friday	11:30am-1:30pm
Lunch, Regular	Saturday	1pm-1:30pm
Lunch, Regular	Sunday	12pm-12:30pm
Lunch, Light	Monday-Friday	1pm-4:30pm
Supper, Regular	Monday-Thursday	5pm-6pm
Supper, Regular	Friday	5pm-5:45pm
Supper, Regular	Saturday	5:30pm-6pm
Supper, Regular	Sunday	5pm-5:30pm
Supper, Light	Monday-Thursday	6pm-6:30pm
Rusty Bucket	Monday-Thursday	9:30am-6:30pm
	Friday	9:30am-4:45pm

LEISKE-PULTAR GYMNASIUM

Sunday	9am-10:30pm
Monday – Thursday	6am–10:30pm
Friday	6am–4pm
Saturday	Closed
Holidays and Summer	Posted
Special Events	Closed or as posted

SWIMMING POOL

Sunday – Thursday	Closed at midnight
Friday – Saturday	Closed during Sabbath hours
Saturday night	Closed at midnight
Holidays and Summer	Posted

SECURITY **(after hours)**
Campus Security is open after the close of the school day from 5pm to the following morning at 8am. Campus security officers will be on duty during the above mentioned hours and can be reached by calling the university switchboard operator (dial 0) from any campus phone or dialing 817 202-6700 from an outside line. In cases of emergencies, dial 911 for police, fire and/or ambulance assistance.

HEALTH SERVICES

Health Services provides assistance to students who are ill and have minor injuries. The clinic is located in the lower level of Harmon Hall. Medical personnel will be available by appointment on Sunday-Thursday from 8pm-10pm. Please schedule an appointment on the morning of, by contacting the switchboard operator at ext. O or 817 202-6700.

If medical care should become necessary, information may be released to the Vice President for Student Services and/or other university officials in order to provide sufficient and appropriate continuity of care. The clinic does have a stock of non-prescription medications and minor first aid supplies. If you need a physician, dentist or other off campus health care, the Health Services representative can assist you with making arrangements with medical personnel that will accept personal/school insurance. In case of hospitalization or other emergency care, the university may notify your parent(s).

SECURITY

Campus Security offers services that are designed to enhance campus safety and security for students and university personnel. Responsibilities include fire prevention and detection, traffic control, securing of facilities and other university property and general campus order. On school days, campus buildings are unlocked at 6:30am and are locked after usage or during the first round of security checks in the evening. Security officers are on duty from 5pm to the following day at 8am. Officers can be contacted through the switchboard operator (ext. 0 or 6700).

A "safety escort" is available for students or personnel that are in assistance of an escort to and from parking areas and/or facilities. Please contact the switchboard operator to set up the service (between the hours of 6pm to 6am).

SPIRITUAL DEVELOPMENT

To encourage students to lead a life dedicated and surrendered to Jesus Christ for lifelong Christian discipleship; empowering, equipping and training students to be released as spiritual warriors into the world

The provision of such services is essential to the university's objective for spiritual development, particularly that of assisting the student to become a mature and responsible person and to grow sensitive to all human values. Also, the department assists in facilitating the university community's spiritual growth and promotes the active involvement of faculty and staff in the continuing spiritual development of students.

PROGRAMS AND MINISTRIES

The following programs and ministries are among those facilitated by the Office of Spiritual Development:

Afterglow	Bible Study	Friday Evening Vespers
Literature Evangelism	Outreach and In-Reach	Prayer Meeting
Sabbath School (L.I.F.E.)	Short-Term Mission Trips	Small Groups Ministries
Southwestern Sabbath Task Force	Student Missions	Spiritual Counseling

TEAM MEMBERS

Along with the Vice President for Spiritual Development, team members include the following individuals: Campus Chaplain, Student Chaplain, Student Association Religious Vice President, Praise Ministry Coordinator, Outreach Director, Literature Evangelism Director, Drama Ministries Director, Student Missionary Director, Sabbath School Coordinator and a Friday Night Worship Coordinator.

TECHNOLOGY

There are two general purpose computer labs that are available for student use. The Micro Garden, located in the Chan Shun Library is available during normal library hours and Pechero Hall Lab, located on the second floor is available from 6pm-9pm in the evening. In addition all students are given a login, an email account and access to high speed internet. There are network ports in every residence hall room and Southwestern Adventist University also provides wireless access in almost every building on campus. More information about technology services can be found at http://www.swau.edu/its.

STUDENT LIFE AND SERVICES

ASSEMBLY

Southwestern Adventist University offers weekly opportunities for the entire campus to gather for academic reflection and discussion, civic enlightenment, community fellowship, cultural enrichment, personal growth and well being, spiritual and social outreach, worship and/or the celebration of campus life and school spirit. Assemblies are required for all students taking six or more semester hours. Regular assemblies are scheduled on Thursdays at 1pm in Evans Hall Auditorium. On occasion, Assembly may meet at the Keene Seventh-day Adventist Church or other venues as announced. Alternate programs at various times and places may also receive approval for Assembly credit. Please refer to announcements as changes may occur throughout the semester and/or year.

ASSEMBLY ATTENDANCE GUIDELINES

1. Bar code scanners will be used for attendance purposes (you must have your student identification card to receive credit).
2. Two (2) absences are allowed per semester to cover unexpected emergencies or other extenuating circumstances.
3. A fine of $10 will be charged for each absence beyond the two allowed.

Although your physical presence is required, it is your whole being that is strongly encouraged. Please enter Assembly with an attitude of full participation to engage yourself with the presentation of the period. Set aside what you might think or know to be pertinent and pressing at the moment and enjoy a "time out" to reflect upon what can be taken and used for personal and/or collective growth and development.

ASSEMBLY EXEMPTIONS

1. Taking less than six hours
2. Work (**verified on regular basis with work officials**)
3. Nursing Clinicals or Student Teaching

Forms for requesting exemption are available at studentservices.swau.edu. Work, nursing clinicals and student teaching related issues will be verified on a regular basis through correspondence with work and coordinating supervisor(s). Copies of work schedules provided by the student to the Office of the Vice President for Student Services must be turned in, as well, to complete the verification and exemption process.

CAMPUS RECREATION

Recognizing that recreational activities are an integral part of campus life at Southwestern Adventist University, the intramural and athletic programs are designed to provide opportunities for students and student athletes to participate and excel in on-campus intramural activities and/or in higher level athletic competition.

Athletics	Intramurals	
Basketball	Basketball	Futsal
Soccer	Flagball	Softball
Volleyball	Floor Hockey	Volleyball

ATHLETIC PARTICIPATION

Eligibility in the athletics program is subject to the following criteria:

1. Be enrolled in a minimum of 12 credits unless in his/her last semester before graduation.
2. Be enrolled in a minimum of 6 post graduate credit hours.
3. Be in good academic and citizenship standing. Academic is defined as a minimum cumulative GPA of 2.00 or higher. Citizenship is defined as no previous semester and/or year probationary status.
4. Not on other conditional or probationary acceptance to the university
5. Be making satisfactory academic progress (coursework and attendance) during current semester of play.
6. Proof of personal medical insurance and a current sports physical form signed by a physician

An athletic fee per sport will be assessed to student-athletes

INTRAMURAL PARTICIPATION

Participation in intramurals is open to:

1. Students enrolled on campus for at least six credit hours and spouses.
2. Graduate students enrolled in at least three credit hours and spouses.
3. Full-time employees of the university and spouses.
4. Full time employees of the Keene community educational institutions.
5. Graduate Alumni of Southwestern Adventist University

An intramural fee will be assessed to individuals in categories 4 and 5

CRIMES AND EMERGENCIES

Report all campus crimes and emergencies to respective residence hall deans, Campus Security and/or the Vice President for Student Services. Using a campus phone dial "0" or "6240" for campus security, "911" for police, medical or fire assistance. If warranted, local authorities will be notified immediately. Residence hall deans and/or the Vice President for Student Services will assist sexual assault victims in obtaining counseling services. Fees may be applicable for services rendered. Assistance in changes dealing with academic and living situations may also be made available through the university.

DRESS

It is the expectation that the university community will uphold Fundamental Belief #22 as it pertains to dress standards.

Fundamental Belief #22: "We are called to be godly people who think, feel and act in harmony with the principles of heaven. For the Spirit to recreate in us the character of our Lord, we involve ourselves only in those things which will produce Christ-like purity, health and joy in our lives… While recognizing cultural differences, our dress is to be simple, modest and neat, befitting those whose true beauty does not consist of outward adornment, but in the imperishable ornament of a gentle and quiet spirit."

Southwestern Adventist University stresses modesty, appropriateness and neatness. To maintain an academic atmosphere, neat clothing and attire is appropriate on campus and at university sponsored events. Clothing containing obscene or offensive slogans or graphics and clothing such as low cut, bare midriff, sheer, too tight or too loose that exposes undergarments or intimate body parts (back, chest, abdomen, etc.) are inappropriate. Hairstyles and the use of cosmetics should be tasteful and not extreme. Jewelry, with the exception of wedding bands, is not to be worn. Non compliance with the dress code may result in fines and further discipline.

ENTERTAINMENT

In the selection of music, reading material, films, videos, discs, television viewing and other forms of private or public entertainment, students are expected to exercise Christian discernment and choose that which is uplifting, educational and in harmony with the Biblical standards outlined in Philippians 4:8:

> *"Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about such things."*

FIREARMS AND WEAPONS

The possession and use of firearms, guns (including air soft, BB, paintball, pellet, etc.) and other forms of weapons (knives, bows and arrows, numchucks, etc.) by students on university property is prohibited.

HAZING AND IRREGULAR ACTIVITIES

Hazing by organizations or individuals is forbidden. Any student who plans or engages in hazing or commits any act with intent to degrade, embarrass or injure a fellow student is subject to discipline, including dismissal.

IDENTIFICATION CARDS

All students registered for one or more courses on the campus of Southwestern Adventist University are processed for and given student identification cards. Photos are taken at registration and other designated times as scheduled by the Information Technology Services Department. Valid and current cards are used to gain admittance to campus facilities and residence halls, to university sponsored activities (on and off campus), to check out materials from the library or other resource areas, to use at the cafeteria and/or to be used as proof of identity to personal records, information, etc. Misrepresentation of student identification cards or use of a card not belonging to the student will result in referral to the Discipline Committee and may also be a prosecutable violation of federal, state and/or local law.

INSTITUTIONAL DECISION MAKING

Southwestern Adventist University students play an important role in the decisions made by the university. The Student Association President is an invitee to each Board of Trustees meeting. The Student Senate discusses and votes on issues to be sent to Administrative Council for consideration. This process is facilitated by the office of the Vice President for Student Services. The Student Association Vice President is a member of the Academic Policies Committee which discusses and votes on academic issues. This committee is composed of the department chairs, librarian, distance education director, registrar and the director of the honors program. In total, university students have representation on about fifteen campus committees.

LOST AND FOUND

The general Lost and Found station is located at Campus Services (ext. 6240). Lost items may also be claimed at specific areas on campus such as the cafeteria, gymnasium, library and residence halls.

RESIDENTIAL HOUSING AND REQUIREMENTS

The social and educational program at Southwestern Adventist University is based on the premise that this is primarily a residential university. Single students under 22 years of age, taking six or more hours and who do not live with their parent(s) or legal guardian(s), are required to live in one of the university's residence halls. The residence halls are designed for currently enrolled undergraduate students under 24 years of age. Those who are 23 to 29 years of age may live in the residence halls if space permits, but only after all students under the age of 22 are placed. Those over the age of 23 need to make secondary plans and adjustments as necessary. Residents are required to select one of the meal plans offered through the cafeteria. Students who withdraw from Southwestern Adventist University will not be permitted to live in the residence halls after their official withdrawal date.

QUALIFICATIONS FOR OFF CAMPUS RESIDENCE

1. At least 22 years of age or living with immediate relatives (siblings must be over 24 years of age and no opposite gender houseguests/housemates)
2. Taking six or less credits
3. Earned bachelor's degree
4. Living with a Southwestern Adventist University faculty/staff member
5. Senior (by credit hours), if under 22 years of age

    - Also required are the following: parental/guardian consent, achieved a minimum of 90 semester hours, in good citizenship standing and a cumulative GPA of 3.0

Students under 22 years of age and who are not scheduled to graduate at the end of the semester or academic year should not expect their request to be approved. Students who do not abide by the residence requirements will have their registration and/or student status terminated. When a student has been granted permission to live off campus, no change in residence may be made without the permission of the Vice President for Student Services. You will find the online petition to complete and submit at studentservices.swau.edu. Once it is completed, the Office of the Vice President for Student Services will notify you of the decision via university email or personal contact.

SABBATH OBSERVANCE

Southwestern Adventist University welcomes in the Sabbath hours with Vespers and continues with Afterglow, Sabbath School, church service and Evensong. It is an opportunity for us to gather as a body in Christ to participate in Sabbath worship. Throughout this period, it is encouraged that our focus be to refrain from all ordinary activities, labor and studies and to celebrate our time to fellowship, rest, serve and worship.

SEVERE WEATHER PROTOCOL

In the rare event of severe weather an announcement will be made between 8pm and 6:30am indicating that classes will be delayed or cancelled – or that the university will be open as usual on the following day/actual day. You may check the following for official delay or closing announcements: radio station (88.3/KJRN), NBC 5 (KXAS TV), the university switchboard operator (ext. 0 or 817 202-6700) and/or university e-mail (Announce-L)

SKATEBOARDING AND ROLLERBLADING

There is to be no skate boarding on the Southwestern Adventist University campus. Rollerblading is permitted on intra-campus sidewalks. Rollerblades are not to be worn or used in university buildings and facilities.

STANDARD OF BEHAVIOR

Students at Southwestern Adventist University are expected to establish a Christian lifestyle, which fosters spiritual, mental, physical and social growth. Such lifestyle will include engaging in prayer, Bible Study, worship and Christian service activities; practicing good study habits; selecting a balanced and nutritious diet and scheduling adequate periods of rest; participating in wholesome recreational and leisure-time activities; and relating responsibly and respectfully to other persons.

"And Jesus increased in wisdom and stature,
and in favour with God and man."
Luke 2:52

STUDENT SERVICES RECORDS

The Office of the Vice President for Student Services takes very seriously each student's right to privacy and confidentiality. Student disciplinary records are in an electronic file by the Chairperson of the Discipline Committee. Copies of the correspondence are kept on file in the Office of the Vice President for Student Services. Letters involving suspension or dismissal are placed in the student's permanent file kept in the Records Office.

The Counseling and Outreach Center maintains very few records. Appointments are recorded on a secure computer file and only the general nature of the appointment is logged. Counseling sessions are not recorded or documented. Any records of students, including test results, are stored in a locked file cabinet. Upon entering into a counselor/client relationship, every student is informed of the "limits of confidentiality". Everything shared in a counseling session is confidential under the limitations of the law.

SUICIDE/SELF-HARM

Any student who attempts suicide, displays behavior which could lead to such an act or demonstrates a tendency toward self-harm will be placed on an open-ended medical leave of absence. Continuation as a student will occur only after the student has presented documentation of an approved therapy program, applicable releases and a written commitment to avoid harmful behavior.

TOBACCO

Although tobacco is not an illicit drug, nicotine has addictive properties and is responsible for a variety of health-related problems. It is Southwestern Adventist University's policy to remain a safe and healthful environment. Possession, use or distribution of tobacco products by students is strictly prohibited. Violation is grounds for disciplinary action up to and including fines and dismissal.

VEHICLE CODE

The use of a motor vehicle is to be considered a privilege rather than a right. This privilege may be suspended temporarily by the residence hall deans, campus service director or any administrative officer and permanently at the discretion and decision of the Discipline Committee.

- Southwestern Adventist University is not responsible for any consequences resulting in the lending or borrowing of motor vehicles of students.
- It is the responsibility of the owner or driver of the motor driven vehicle to insure that the vehicle is properly licensed under Texas state laws.
- Students who use vehicles for university sponsored functions must carry liability insurance.
- All vehicles must be operated in accordance with state and local laws, as well as university regulations.
- Observe posted speed limits on campus. No parking in yellow painted zones, on grass, sidewalks, fire lanes, emergency or other restricted areas. Vehicles illegally parked will be towed at the owner's/driver's expense.
- Motor driven vehicles including motorcycles and motor bikes are not permitted for intra-campus use and/or university sidewalks and walkways.
- Vehicles with expired registration and/or inspection, more than 30 days out of date will be towed off university property at the owner's/driver's expense.
- Fines may be assessed by the Director of Campus Security/Services, the Vice President for Student Services and/or the residence hall deans for violations.
- Repeated violations may cause loss of vehicle privileges and violators will be liable for any towing charges and expenses.
- Southwestern Adventist University is not responsible for damage, theft, fire or any other loss sustained to any vehicle on or off the university property. The university does not assume liability for damages caused by such vehicles.

STUDENT ORGANIZATIONS

ALUMNI ASSOCIATION

The principal objective of the Alumni Association of Southwestern Adventist University is to mobilize the full strength of the organized alumni in support of the educational program of the university in all its academic, physical, social, spiritual and practical manifestations. All graduates and former students of Southwestern Adventist University are automatically members of the Alumni Association.

ELIGIBILITY FOR OFFICE

To hold or run for an elected office in a student organization, a student must have a minimum cumulative GPA of 2.5. In addition, no student on citizenship probation or who has been on probation the previous semester may hold an elected office.

FACULTY AND STAFF ADVISORS AND SPONSORS

All student organizations must have a faculty/staff advisor/sponsor appointed by the university administration. Faculty/staff advisors and sponsors are the representatives of the administration and have authority to regulate activities in accordance with the policies and principles published in this handbook, the school bulletin and as officially announced by university administration.

FILMS FOR ENTERTAINMENT

All films/videos/dvds shown on campus must be approved by the Office of the Vice President for Student Services. A preview might be necessary prior to the SHOW DATE. Please provide a sufficient amount of time for film/video/dvd to be previewed and approved or for other alternate suggestions to be provided. Keep in mind, films/videos/dvds shown on campus for special occasions need to be rented from sources licensed to provide for public showings.

INCORPORATION OF ORGANIZATION OR CLUB

Various clubs are organized from year to year to promote an interest in specific academic, cultural, recreational and/or service areas. Dues may be assessed as authorized by approved organizational bylaws.

STUDENT ASSOCIATION

All undergraduate students are members of the Student Association. A fee is assessed each semester to assist in the funding of a variety of student-planned activities and services. The Student Association functions under elected officers and faculty/staff advisors appointed by university administration. Activities include: Hand Shake, Barn Bash, Night on the Town, Road Rally, Saturday night socials, recreational activities, athletic events, co-sponsored events with departments and clubs, spiritual activities and *Mimosa Memories* – held annually in the Spring.

STUDENT PUBLICATIONS

Three university publications are produced for Southwestern Adventist University students: The *Status,* The *Mugshots* and The *Mizpah.*

Advisors are appointed by the university administration, with recommendations from the Student Association, its officers and its faculty/staff sponsors. Publications are funded through the Student Association budget. The Student Association Senate approves appropriations for these publications and retains supervisory authority over these funds. Editors will avoid impugning the character of any individual, adhere to the standards of morality and decency established by the university and follow the highest standards of accuracy and fairness, while adhering to all copyright laws.

The *Mugshots*, is the annual photo directory featuring students, faculty and staff members of Southwestern Adventist University. Each person is identified by a photograph and discloses personal data in compliance with *The Family Educational Rights and Privacy Act.*

The *Status,* the official university magazine, is released at least four times during the school year. Its purpose is to educate, entertain, inform, inspire and stimulate its readers.

The *Mizpah*, is the yearbook for Southwestern Adventist University. It features various student organizations, intramural and athletic activities, religious and social activities, academic and departmental activities, photographs of students, faculty, staff, etc.

STUDENT POLICIES AND REGULATIONS

By attending Southwestern Adventist University you assume certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purposes of university life and structure. Student conduct, therefore, is not considered in isolation within the university community, but as an integral part of the "whole" educational curriculum. All students are expected to know and abide by this code of student conduct. In general, behavioral norms expected of the university student should be:

- Common decency and decorum, treating others as well as ourselves with respect, dignity and care
- Recognition of and non-infringement upon the rights and property of others
- Honesty in academic work and all other acts, actions and activities
- Observance of federal, state, local and university laws and precepts

DISCIPLINE

Examples of unacceptable behavior include, but are not limited to:

- Attempted suicide/self -harm
- Attending off campus activities or sites that are not representative of university standards and/or conduct
- Behavior disruptive to others, perceived as being disorderly and/or obnoxious
- Being in an unauthorized and/or non-sponsored extended period/overnight setting with members of the opposite gender
- Duplication of university keys, tampering with locks on university property or breaking or entering into any building or facility on campus in an unauthorized manner
- Failure to abide by or complete stipulations of any discipline which has already been administered
- Illegal use of, or tampering with fire and/or safety protective equipment of any sort on campus
- Inappropriate sexual relationship with members of either sex outside of marriage
- Possession of firearms, fireworks and other forms of weapons and/or the firing or exploding of the same
- Sexual harassment of any form
- Stealing, lying, cheating and willful deception and dishonesty regarding violation of university regulations or any other phase of university work or business
- Unauthorized or abusive access or use of any computer files, accounts or resources
- Using, distributing and/or selling narcotics, tobacco, controlled substances (including marijuana), or alcoholic beverages in any form, or having them in one's possession, or allowing their use in one's place of residence or vehicle
- Verbal harassment, using profane language, indulging in lewd conduct or suggestive behaviors, possessing or displaying obscene literature, pictures or materials used for immoral or illegal purposes, including internet access
- Violation of federal, state and/or local law. This statement is effective even if suspended sentence is imposed, probation is granted or charges are dropped for the convenience of the government
- Violation of residence hall policies and code of conduct
- Willful undermining of the religious principles or living in disharmony with the ideals of the institution

If a student comes under disciplinary action by violating university regulations and/or policies, the residence hall deans, the Vice President for Student Services and/or the Discipline Committee will seek a solution to the problem and obtain appropriate support that may involve contacting the student's parent(s), restitution and any one of the several levels of discipline.

DISCIPLINARY PROCEDURE (DISCIPLINE COMMITTEE)

If a student is called to appear before the Discipline Committee, he/she will receive:

1. Notification to appear, stating time and place of meeting
2. Permission to be accompanied by an advocate (student/academic community)

The student will be notified by the Discipline Committee Chairperson or by the Vice President for Student Services of the decision(s) or action(s) made/taken by the committee.

DISCIPLINARY ACTION

The university discipline process is separate from any criminal procedures. Disciplinary actions by the university fall into the following levels based on the infraction of university regulations and policies. Discipline does not necessarily proceed consecutively through each of the following levels:

1. Warning: Cautionary admonition given either verbally or in writing by university administration, faculty or staff
2. Censure: Written reproof for an infraction, which becomes a part of a student's record, with a copy sent to parent/guardian
3. Citizenship Probation: Disciplinary status indicating that a student may be dismissed for continued or repeated misconduct; notification sent to parent/guardian
4. Suspension: Exclusion from the university for a limited period of time
5. Termination at end of Semester: Actual dismissal, but with permission to complete courses in progress provided the semester is relatively near its close and provided the student's conduct is acceptable during the interim
6. Dismissal: Immediate exclusion from the university for an indefinite period
7. Fines: A violation of a university rule or regulation of conduct which may or may not necessitate replacement or repair of university property and involve costs for parts and labor will be levied a monetary and/or administrative fine
8. In addition to university discipline, criminal charges may be pressed for criminal actions committed against university personnel or property

DISCIPLINARY PROCEDURE (APPEAL PROCESS)

A student may appeal disciplinary actions imposed by the Discipline Committee. To appeal any decision, the student must submit a written appeal to the Vice President for Student Services stating the basis for the request. This must be based on new information not previously presented to the Discipline Committee. The Vice President for Student Services will make a decision to deny or approve the request to go before the Appeals Committee.

DISCIPLINE – EFFECT OF DISCIPLINARY ACTION UPON GRADES/CITIZENSHIP
Southwestern Adventist University attempts to separate the effect of a disciplinary action from the academic grades and achievement of an individual. However, an individual who becomes involved in activities requiring that disciplinary action be applied will suffer the subsequent consequences in a number of areas. For example, absences caused by suspension would naturally affect scholastic achievement. If a student is dismissed before the end of a semester for gross or continued misconduct, he/she will not have completed the work and thus be given a grade of "W".

Levels of discipline (#3-#6 of above list) are of major significance and are as a rule included in a student's personal file. A student's citizenship rating is a very important part of his/her university record, especially as it pertains to recommendations to prospective employers and professional educational institutions.

DISCIPLINE – NOTIFICATION OF PARENT(S)/GUARDIAN(S)
Parents or legal guardians will be notified regarding any violation of any federal, state or local laws or of any rule or policy of Southwestern Adventist University governing the use, distribution, possession or sale of alcohol and/or other forms of illegal/controlled substances, if the student is under the age of 21.

DISCIPLINE – READMISSION
All records of conferences, censures, etc. regarding disciplinary matters are reviewed at the close of each semester to determine a student's eligibility for readmission into the university for the next term.

DRUG/ALCOHOL POLICY

Drug and alcohol use/abuse is pervasive in society today. The devastating physical, psychological and economic consequences of such practices are well documented. Southwestern Adventist University adheres to the philosophy that true education is the harmonious development of the physical, mental, social, moral and spiritual powers. The university is committed to providing an environment that is conducive to learning, positive thinking and healthful living. Southwestern Adventist University has dedicated itself to be a drug and alcohol free community by maintaining policies which prohibit the use, distribution, selling and/or possession of alcohol, tobacco and other illicit substances and drugs.

By enrolling at Southwestern Adventist University, all students agree to submit to drug testing. The Vice President for Student Services and/or residence hall dean may require chemical screening, Breathalyzer testing, etc. when evidence or a reasonable suspicion of alcohol or drug use exists. The student is obligated to pay the expenses of any mandated screening or assessments. The use of drug dogs may also be used in campus housing, campus parking areas and other campus facilities.

Southwestern Adventist University is committed to the position that students who enroll here do so because they expect to live and function in a drug and alcohol free environment. Each student, faculty and staff member has a personal responsibility to sustain such an environment by abstaining from the use of tobacco, alcohol and other illicit substances and drugs. The university is committed to a program of prevention, education, intervention, counseling referral and rehabilitation as a means of achieving this goal.

Students whose use of drugs and/or alcohol is brought to the attention of the Discipline Committee and who are not asked to withdraw will be required to take one or all of following actions:

1. Make and keep appointment(s) with the university counselor in the Counseling and Outreach Center.
2. Undergo a written alcohol/drug assessment with an approved substance abuse professional.
3. Notify his/her parent(s) and/or guardian(s).
4. Sign a release of confidentiality with the university counselor or counselor designee.
5. Develop a written behavioral contract in consultation with the university counselor or counselor designee and the Discipline Committee Chairperson. Any violation of written behavioral contract may constitute immediate dismissal from the university.

- Suspension and possible dismissal from the university will result if required actions are not satisfactorily completed.
- Student will be placed on Citizenship Probation for a minimum of a semester.
- Student may incur fees for counseling services, mandatory assessment(s), additional testing, screening, administrative paperwork, fines, etc.
- A second violation of the Drug/Alcohol Policy may result in the student's immediate dismissal from Southwestern Adventist University.
- Applicable federal, state and local laws related to alcohol and drug use apply. A student convicted in a court of law of a drug related offense or violation is required to notify the Vice President for Student Services within five days of that conviction. A student may sustain the loss of federal financial aid as an additional consequence of such a conviction.

A student who recognizes his/her need for help in overcoming an alcohol or drug related problem is encouraged to talk with the university counselor for an initial screening. The student then may be referred to an approved external chemical dependency counseling agency where his/her involvement with drugs and/or alcohol would be analyzed. An appropriate recovery program would then be agreed upon between student and the agency counselor. Disciplinary action may not occur against any student who voluntarily refers himself/herself to a university or agency counselor.

GRIEVANCE POLICIES

ACADEMIC GRIEVANCE

A student who feels that he/she has been treated unfairly or unjustly by an instructor/faculty member of Southwestern Adventist University with regard to an academic process has the right to appeal according to an approved procedure. Specific grounds for an appeal include one or more of the occurrences:

1. A computing/recording or other technical error has been made, but has not be acknowledged by the instructor
2. A grade has been assigned in an arbitrary, capricious or vindictive manner or in a manner intended to inappropriately manipulate or control the student
3. The assigned grade does not reflect the grading criteria in the course syllabus
4. The published department policies have not been followed

ACADEMIC GRIEVANCE POLICY – INITIAL APPEALS PROCEDURE

1. To initiate the appeals procedure, the student must talk with the course instructor for explanation/review of the decision within three university days of the occurrence (university days defined as time during the fall, spring or summer semester that the academic program is in session from registration to final examinations).
2. If the problem is not resolved within two university days of talking with the course instructor, the student must obtain an Academic Appeals Review Form from the course instructor's department chairperson. The chairperson has two university days to respond to the student. This completes STEP 1 on the Academic Appeals Review Form.
3. If the problem is not resolved, the student has two university days from the receipt of the Chairperson's decision to contact the Vice President for Academic Administration, providing the written summary of the complaint and the Academic Appeals Review Form. Within two university days the Vice President for Academic Administration will provide a written decision. This completes STEP 2 on the Academic Appeals Review Form.

ACADEMIC GRIEVANCE POLICY – FORMAL APPEALS PROCEDURE

If the problem is not resolved with the decision of the Vice President for Academic Administration, the student may file a formal grievance. A formal grievance is a serious matter and should be done with careful consideration. Within two days of the Vice President for Academic Administration's decision, the student must request in writing to the Vice President for Academic Administration for a formal hearing before the Grievance Committee, an ad hoc subcommittee of the Academic Policies Committee. The Grievance Committee will meet within three days of the request to hear the student's case and will issue a decision which will constitute final action taken by the university. This completes STEP 3 on the Appeal Review Form.

FINANCIAL GRIEVANCE POLICY

Students who believe that they have a financial grievance should follow the following procedure:

1. The student should appeal in writing to the Business Office or Student Financial Services no later than two weeks after the incident which prompts the grievance.
2. If the financial grievance is not resolved to the student's satisfaction, he/she should submit a written statement to the Vice President for Financial Administration no later than one month after the occurrence. The Vice President for Financial Administration will consult with the Business Office/Student Financial Services/Financial Aid Office and reply in writing to the student within one week of receiving the student's written statement. The decision of the Vice President for Financial Administration will be final.

INTELLECTUAL PROPERTY GRIEVANCE

Resolution of Dispute: In the case of disputes which may arise due to differing interpretations of Southwestern Adventist University's policy on Intellectual Property, the following procedure shall apply:

1. The party with the grievance will notify the President of the university in writing, stating the cause of the dispute.
2. The President, within five working days of receiving written notice, will ensure the formation of an impartial five member ad hoc committee to settle the dispute.
3. Each party to the grievance will write a summary of the problem and submit the document to the ad hoc committee within ten working days of the establishment of the committee. The committee, at its discretion, may request additional documentation or clarification of existing submissions at any time during the dispute resolution process.
4. After reviewing the written statements, the committee will provide an opportunity for each side of the dispute to make an oral presentation to the committee. At that time, the committee may ask questions to clarify any areas of dispute that they deem necessary.
5. After the committee has reviewed the written statements, along with any oral statements and responses to committee questions, it will respond with a final, written decision to the President and all other parties to the dispute. The final decision must be issued within forty-five calendar days after the President was notified of the grievance according to Step 1, unless extensions are granted by mutual agreement between the parties to the grievance.

SEXUAL DISCRIMINATION POLICY

1. If a student considers a policy or practice of Southwestern Adventist University or any decision made by a teacher, work supervisor, staff member or administrator discriminatory on the basis of sex/gender, he/she shall give notice of alleged discrimination to the Vice President for Academic Administration.
2. If, in the opinion of the complainant, the discrimination continues beyond a reasonable length of time, he/she shall notify the Vice President for Academic Administration in writing. Upon receipt of such notice, the Vice President for Academic Administration shall appoint a committee of at least four (divided equally between students and university employees and male and female representation) members to investigate the complaint. As soon as the committee reports its findings to the Vice President for Academic Administration, he/she shall report these findings and his/her decision to the complainant in writing.
3. Appeal may be made to the President of the university.
4. If the complainant feels that an unreasonable length of time has lapsed or that the decision of the President does not remove the alleged discrimination, he/she shall notify in writing the Chairman of the Board of Trustees. The Executive Committee of the Board shall, at the request of the Chairperson, investigate the complaint and report to the Board of Trustees, whose decision shall be final.

WITHDRAWAL OF GRIEVANCE

At any time during the grievance procedure, the student may withdraw the complaint. Additionally, missing a deadline or failure by the student to appear for any scheduled hearing prior to notification or evidence of extenuating circumstances, shall constitute final action by the university.

MATTERS NOT GRIEVABLE

University policies, regulations or procedures adopted by the Southwestern Adventist University and/or the Board of Trustees are not subject to the grievance process. Although discussion on changes or recommendations of changes may occur, the dialogue in these instances is on the advisory level and not grievable.

INTELLECTUAL PROPERTY POLICY

General Policy: Southwestern Adventist University affirms that intellectual properties created by students are the exclusive property of that same student. Intellectual property including, but not limited to technological inventions, software programs, books, works of art, musical compositions and other forms of creative expression are owned by the creator of the property except in the following two specific instances:

a. the university specifically asks a student to create a particular work, or
b. the student specifically assigns (in written form, signed by the student) part or all of the copyright, patent or license to the university

Compensation to the University: In the event that a student uses special university services in the creation of the intellectual property, above and beyond those services provided for classroom or lab instruction, the university shall be entitled to, and the owner(s) and/or creator(s) is/are obliged to pay fair market value compensation for the services used including additional use of equipment, additional lab or other similar assistance, beyond the norm, in the research or production of the property at issue.

Disclosure, Licensing and Commercialization: The disclosure, licensing and/or commercialization of scientific and technological developments, including but not limited to inventions, discoveries, trade secrets and computer software remain the exclusive purview of their owner(s) and/or creator(s)/inventor(s). Owner(s) and/or creator(s) of intellectual property may share in equity of business and may participate in management of business related to development of said property. As such, institutional review of disclosure, licensing and/or commercialization of intellectual properties covered under this policy is neither appropriate nor needed.

NON-DISCRIMINATORY POLICY

Southwestern Adventist University is a coeducational institution of higher learning established by the Seventh-day Adventist Church as an instrument essential to the fulfillment of its teaching ministry. The university is committed to equal education and employment opportunities for men and women and does not discriminate on the basis of race, color, sex, disability or national origin among its students or employees or among the applicants for admission or employment. It is the policy of the university to admit students of any race or sex to all the rights and privileges, programs and activities generally accorded or made available to students and to make no discrimination on the basis of race or sex in the administration of educational policies, applications for admission, scholarship or loan programs or athletic or extra curricular programs. The university is not equipped in all areas for the handicapped. However, when feasible, efforts will be made to help those needing assistance.

The university believes the interpretation and implementation of all government laws and regulations are subject to constitutional guarantees against unreasonable entanglement with or infringement on the religious teachings and practices of the Seventh-day Adventist Church.

POSTING AND DISTRIBUTION POLICY

Materials posted and distributed on campus must have prior approval from the Office of the Vice President for Student Services. This applies to materials from students, student organizations and off campus organizations and individuals.

SEXUAL HARASSMENT

Definition: Title VII of the Civil Rights Act (1964), administered by the U.S. Equal Opportunity Commission, has issued guidelines defining sexual harassment as follows:

a. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when
   1. submission to such is made either explicitly or implicitly a term or condition of an individual's status and/or employment
   2. submission to or rejection of such conduct by an individual is used as the basis for academic/employment decision affecting such individuals, or
   3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic/work performance or creating an intimidating, hostile or offensive academic/work environment

b. Examples of the above mentioned sexual harassment/misconduct guidelines may include but are not limited to the following:
   1. Verbal harassment or abuse (degrading comments, propositions, jokes, etc.)
   2. Subtle pressure or requests for sexual activity
   3. Unnecessary touching of an individual (petting, pinching, hugging, repeated brushing against another person's body, etc.)

Reporting Incidents: Sexual harassment at Southwestern Adventist University will not be tolerated in any form. Any sexual behavior which creates an intimidating, hostile or offensive academic and/or work environment is a violation of Christian standards as well as applicable federal, state and local regulations. If any student encounters such treatment from any university employee or fellow student, the following steps should be taken immediately:

- Any incident between a student and a university faculty/staff member should be reported to the Vice President for Academic Administration and/or the Vice President for Student Services.
- Any incident between students should be reported to the Vice President for Student Services.

Third-Party Reports: All students who are aware of incidents of sexual harassment are responsible for reporting such incidents to the Vice President for Student Services for investigation.

STUDENT RECORDS ACCESS

Southwestern Adventist University is committed to meeting all Family Education Rights to Privacy Act (FERPA) requirements. Students have the right to inspect and review official records, files and data directly related to them kept by any unit of the university. This request is to be made in writing to the registrar, head of the academic department or other university official/administrator responsible for the record(s) the student wishes to inspect. The Act stipulates a reasonable fee may be charged if copies of the material in the file(s) are desired. The Family Educational Rights and Privacy Act (FERPA) also provides ways in which the university may share information with parents without the student's consent (pg. 57 *Bulletin 2012-2013*)

STUDENT RIGHT-TO-KNOW

In 2009-2010 the completion or graduation rate for student who entered Southwestern Adventist University in the Fall of 2005 was 36%. In 2011-2012 the returning rate for first-time freshmen who entered Southwestern Adventist University in 2010-2011 was 58%. Contact the Records Office for further information.

TITLE IX

In compliance with Title IX of the Higher Education Amendments Act of 1972, Southwestern Adventist University announces that the President of the university is the official responsible for coordinating efforts to comply with the Title IX regulations and for investigating any Title IX complaint. Send inquiries to the Office of the President, Southwestern Adventist University, Keene, Texas 76059 or call (817) 202-6202.

VOTER RGISTRATION

Voter registration forms are available at the Office of the Vice President for Student Services, the Keene Post Office and Keene City Hall. More voter information and online registration is available at www.votexas.org.

UNIVERSITY ADMINISTRATION

BOARD OF TRUSTEES

The legally designated authority of and for the university is its Board of Trustees. This governing body is a self-perpetuating board consisting of members that include elected individuals representing the constituency of the Southwestern Union Conference, appointed officials of the Southwestern Union Conference and its constituent conferences (Arkansas-Louisiana, Oklahoma, Texas, Texico and Southwest Region) and other selected individuals. The primary areas of responsibility of the Board of Trustees are institutional policies, financial operations and the appointment of university officers.

PRESIDENT

The President is the chief executive officer of the university and is responsible for its administration. It is the president's duty to see that the goals of the university are attained in keeping with the directives of the Board of Trustees.

VICE PRESIDENT FOR ACADEMIC ADMINISTRATION

The Vice President for Academic Administration develops, coordinates and implements the instructional programs of the university. The supervision of the academic program for students and the institution of academic working policies in relation to faculty and students are regulated through this office. The vice president is assisted by the Associate Academic Dean, Director of Distance Learning (Adult Degree), Director of Admissions and Records, Registrar, Librarian, Advisor for International Students and academic department chairpersons.

VICE PRESIDENT FOR ENROLLMENT SERVICES

The Vice President for Enrollment Services is responsible for the recruitment of prospective students, from initial inquiries through the admission process. Other roles and duties include the supervision of tuition assistance and scholarship programs, and the planning and implementation of activities and events involving academies, high schools and youth organizations. The vice president is assisted by the Director of Enrollment, Pastoral Liaison and Enrollment Counselors.

VICE PRESIDENT FOR FINANCIAL ADMINISTRATION

The Vice President for Financial Administration is responsible for the business and financial affairs of the university. Duties also include the management of university facilities and the supervision of campus and physical plant services and personnel. The vice president is assisted by the Business Office personnel, Director of Campus Service, Director of Plant Engineering, Director of Food Services, Director of Custodial Services and the Director of Human Resources.

VICE PRESIDENT FOR SPIRITUAL DEVELOPMENT

The Vice President for Spiritual Development coordinates, develops and implements the spiritual programming of the campus. Efforts in the areas of missions, outreach, counseling and mentoring, prayer and group ministries and literature evangelism are supervised and directed through this office. The vice president is assisted by the Chaplain and the student directors in the various ministerial roles and functions.

VICE PRESIDENT FOR STUDENT SERVICES

The Vice President for Student Services coordinates and develops programming outside of the academic sphere. Areas of supervision and oversight include athletics, intramurals, campus recreation, career and personal counseling, health services, residential life, student discipline and Student Association activities. The vice president is assisted by the Director of Counseling and Outreach, Director of Students with Disabilities, Director of Intramurals and the Residence Hall Deans.

VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT

The Vice President of University Advancement coordinates all college activities related to external constituencies. Public relation efforts, printing, advertising, fundraising, development, alumni relations and all other tasks directly related to the university's public image is directed through this office. Assisting the vice president are the Assistant Director for University Advancement, Director of Alumni Relations and the Director of Marketing and Public Relations.

UNIVERSITY BUILDINGS AND FACILITIES

BARRON BUILDING was built in 1974 and houses the Religion Department and the Barron Chapel.

CALLICOTT PARK AND BAINUM FIELD located across Old Betsy Rd. is considered part of the university campus. The pavilion, duck pond, tennis courts and recreational venues are open for use for faculty, staff and students of the university.

CAMPUS SERVICES is located on Magnolia Street, east of the tennis courts. This building houses the directors and support staffs of custodial services, housekeeping, security, transportation, grounds, student employment and locksmith services.

CHAN SHUN CENTENNIAL LIBRARY was completed in 1994. Housed within the library are the following: the Ruth King McKee Curriculum Library (teacher education and certification resource center), the Amon G. Carter Micro Garden, the Meadows Gallery, the Adventist Heritage Center, the Ellen G. White – SDA Research Center, the Rust-Carter Southwest Seventh-day Adventist Archives and the Southwestern Adventist University Archives.

The COMMITTEE OF 100 CAFETERIA located on the Campus Mall was opened in 1971. The cafeteria provides a vegetarian menu for all daily meals and services all students and the community at large.

The COMMITTEE OF 100 GREENHOUSE built in 1974 and located on the corner of N. College Ave. and Walnut St. is used for a laboratory site for the Biology Department.

COMMUNICATION MAC LAB is located to the east of the radio station. This building is used for teaching and laboratory sites for graphic design, audio and video production, broadcast and announcing and other communication related courses.

COMMUNICATION NORTH BUILDING located to the west of the radio station houses the offices and classrooms of the Communication Department.

EVANS HALL opened in 1957 and houses the following: English as a Second Language program, Evans Hall Auditorium (meeting place for assemblies and other university wide programs) and Spiritual Development programming (Afterglow, Sabbath School and Prayer rooms).

FINDLEY ADMINISTRATION BUILDING was opened for use in 1960 and was remodeled during 1994-95 and contains the following administrative offices:
President
Vice President for Academic Administration
Vice President for Financial Administration
Vice President for Spiritual Development and Chaplain
Business Administration and Cashier
Special Assistants to the President and Informational Research
Vice President for Student Services
Information Technology Services
Distance Learning and Adult Degree Program
Admissions - Registrars – Records - International Students
Student Financial Services
Vice President for Enrollment Services

HAGEN HALL was built in 1961, remodeled in 1992 and houses the Nursing Department.

HOPPS MUSEUM AND WELCOME CENTER was built in 1998 and showcases the history of Southwestern Adventist University and Johnson County.

LEISKE-PULTAR GYMNASIUM was completed in 1961 and houses the Kinesiology Department, Athletics, Intramurals and Gymnastics.

MABEE CENTER was occupied in 1985 and contains, in addition to general classrooms and faculty offices, the following:
Art Studio
English Department
Music Department
Wharton Auditorium

MORAN HALL was built in 1950 and houses:
Vice President for University Advancement
Alumni Relations
KGSW Channel 31 Television Station
Marketing and Public Relations
Roberts Recording Studio

PECHERO HALL was opened in 2006 and houses the following:
Business Department
History and Social Science Department
University Board Room
Education and Psychology Department
Modern Languages Department

PLANT ENGINEERING SERVICES is located on the corner of S. College Ave and 1st Street. This building houses the directors and support staffs of building maintenance, facilities management and plant services.

RAYMOND AND ANNA BEEM BROADCAST CENTER is the located on N. College Ave., behind Moran Hall. This building houses the offices of the general manager, the support staff and the recording studio of KJRN 88.3, *The Journey.*

SCALES HALL, completed in 1967, contains offices, classrooms and laboratories in addition to the following:

First Floor	Second Floor
Computer Science Department	Biology Department
Counseling and Outreach Center	Chemistry Department
	Mathematics/Physics Department

STUDENT ASSOCIATION, located to the west of Campus Services, houses offices for the Student Association officers, Literature Evangelism Program and the Recreation Room for Spiritual Development. The STUDENT CENTER, serves as an on-campus site for various functions and activities.

STUDENT (ON-CAMPUS) RESIDENTIAL HOUSING

Men's Residential Halls	Women's Residential Halls
Miller – 20 years of age & younger	Hadley & Meier – 21 years of age & older
Villa – 21 years of age & older	Harmon – 20 years of age & younger

THOMSEN OBSERVATORY is located at the back portion of Callicott Park and is used for viewing and educational purposes throughout the year.

UNIVERSITY INFORMATION

ACADEMIC

The Southwestern Adventist University Bulletin published annually, supplies detailed information on degree requirements and academic majors and coursework. Procedures and regulations regarding grading, academic honors, academic standing and status can be found as well. Students should consult the bulletin when questions regarding academic matters arise.

ATTENDANCE POLICY

Regular and punctual attendance at each class, class function and laboratory is required. Penalties for excessive absences are specified by each professor for each course. Emergency arrangements for extenuating circumstances must be made with the respective professor or through the office of the Vice President for Academic Administration.

REASONABLE ACCOMODATION POLICY FOR STUDENTS WITH DISABILITIES

Southwestern Adventist University does not discriminate against qualified individuals with disabilities or handicaps with respect to student employment or admission policies. Students and/or student applicants with a handicap or disability may request reasonable accommodations to enable them to successfully function in the university environment.

TUTORIAL PROGRAM

Tutors are available in many disciplines each semester. They are free of charge and available most evenings. Watch for posted and email notices. Contact department offices or contact the Office of the Vice President for Academic Administration for added assistance.

WITHDRAWAL REQUIREMENTS

To officially withdraw from Southwestern Adventist University, students must obtain a withdrawal form from the office of Admissions and Records. The withdrawal form must be signed by a Student Finance Advisor and one of the following university personnel: the Vice President for Academic Administration, Vice President for Student Services or the Director of Counseling and Outreach. The form should be returned to the office of Admissions and Records after all signatures have been obtained. The withdrawal will be affective as of the date the form was returned. Students are strongly encouraged to speak, discuss and seek counsel with faculty advisors, residence hall deans and/or the directors of Admissions and Counseling before final withdrawal methods are acted upon.

FINANCIAL

CASHIER'S OFFICE

Students may deposit cash, withdraw funds and cash personal checks of small amounts (not to exceed $50) at the Cashier's Office. Students are urged to use this service since the university does not assume responsibility for money or other personal articles that may be stolen.

EMPLOYMENT

Southwestern Adventist University is committed to providing on campus employment to any student desiring work. Students may apply for on campus employment through the Campus Services office (ext. 6240) or by going directly to the various departments on campus and speaking with respective university personnel and supervisors.

SCHOLARSHIPS, GRANTS AND LOANS

Southwestern Adventist University offers scholarships for academic achievement, leadership recognition, specific summer work programs and financial need. These scholarships are listed in the school bulletin. Southwestern Adventist University participates in the Federal and State Student Aid programs. Please refer to the school bulletin and/or check with Student Financial Services for available aid (scholarships, grants and loans).

VETERAN'S INFORMATION

Southwestern Adventist University is an approved institution for veterans eligible for educational benefits. The required course load is twelve hours per semester to maintain eligibility to receive maximum benefits. Please contact the Registrar and/or any regional V.A. office if you have any questions concerning these benefits.

MEDICAL

MEDICAL INSURANCE

Medical insurance is required for all students registered for six or more credit hours. Medical insurance must be purchased at the time of registration if proof of personal medical coverage cannot be provided. The university makes such coverage available for all non-immigrant students upon their arrival at Southwestern Adventist University; charges for insurance will be made on registration day for the fall and spring semesters. Please check with Student Financial Services for further assistance in the procurement of acceptable medical insurance.

MEDICAL INSURANCE (INTERNATIONAL STUDENTS)

Immigration requires that all international (F-1) students and their dependents have twelve month coverage while in the United States. All international students must purchase major medical coverage through Southwestern Adventist University at registration. Do not purchase a medical insurance policy in your home country or from another outside carrier. If already insured through the SDA system, the international student must provide documentation of equivalent insurance coverage. No refunds will be made after the second week of classes.

MEDICAL RECORDS

In accordance with recommendations from the Center of Disease Control, the Texas Department of State Health Services and the American College Health Association, all first time students must supply certain medical records to the school they plan to attend.

Meningitis Vaccination: ALL students enrolled at Southwestern Adventist University must submit proof of receiving vaccination. This vaccination must be administered at least 10 days prior to the first day of attendance. Students not in compliance are not allowed on campus (classrooms, cafeteria, gymnasium, common areas, residence halls, etc.) until the 10 day period has expired. This requirement for ALL students attending Southwestern Adventist University is in accordance with the Texas Education Code, Section 51.9192, Subchapter Z.

Tuberculosis Screening (US Citizens/Permanent Residents): Students with a previous positive TB skin test must submit a report of a chest X-ray taken any time within 12 months before registration. All other students must submit proof of a negative TB skin test taken any time within six months before registration.

Tuberculosis Screening (International Students): Students with a previous positive TB skin test must submit a report of a chest X-Ray taken within one week of arriving on campus. All other international students must submit proof of a negative skin test within three weeks of entering school.