

OIKOS UNIVERSITY
STUDENT HANDBOOK
2026-2027

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WELCOME...

Whether you are a new student, still making preparations to join us on campus, or a returning student, well on your way toward graduation—welcome! We are glad that you are part of our community and that we get to partner together during this season of your journey.

The faculty and staff of OU are committed to helping our students become all that God has called them to be. To accomplish this, we endeavor to foster a learning environment in which your character can be nurtured, your life and ministry skills can be developed, and where rich reflection and dialogue are always encouraged. We have also worked hard to cultivate a campus atmosphere that supports this process.

We believe that the policies presented in this handbook will enable us to accomplish our mission while providing a positive environment for each community member. These policies also provide for your safety and the protection of property.

At the end of this student handbook, you will find the OU Community Commitment. At the beginning of the school year, you will be asked to sign this Commitment, certifying that you have read the Handbook. Please read each section carefully, and feel free to ask questions of our faculty and staff. We are here to help you.

We are excited about your time of study, ministry, and fellowship at OU. But even more, we look forward to a time in the not-too-distant future where we can release you into your calling! May your time here at OU help you to become the person He has destined you to be!

Yours for the journey,

Dongjin Lee
Dean of Students

**OIKOS UNIVERSITY
(OU) MISSION**

This section describes the mission of Oikos University. OU has elected to separate this mission into two components: the mission proper, and statement of the general strategy by which we accomplish this mission.

MISSION STATEMENT

The mission of Oikos University is to educate men and women to be the leaders to serve the church, local communities, and the world by using their learned skills and professions.

VALUES

Oikos University upholds the doctrines of evangelical churches and has identified three specific core values that define our institution:

- We value evangelical mission and discipleship of all people, and focus especially on members of the immigrant communities;
- We value academic excellence and professional skills within the context of Christian faith engaging individual and corporate relationship with Jesus Christ, and
- We strive to demonstrate these values throughout the church, local community and the world.

VISION

The vision of Oikos University is to educate emerging Christian leaders to transform and bless the world at every level – from the church and local community levels to the realm of world entire. The fulfillment of this vision inspires, motivates, drives and defines the work of Oikos University.

**INSTITUTIONAL
OBJECTIVES**

1. To demonstrate a comprehensive knowledge of the Bible and an understanding of Christian doctrine
2. To instill a desire for lifelong commitment to personal spiritual growth through daily Bible study and prayer.
3. To develop attitudes of service and commitment to the local church and world missions.
4. To equip students with learning skills that access knowledge for vocational success and enable students to manifest their perspectives
5. To provide students with competitive knowledge, skills and attitude for success in their profession.
6. To prepare students for Christian service and vocation in the Church and society.
7. To instill a missionary vision to word-wide outreach and increase ethical standards in personal lifestyle.

DOCTRINAL STATEMENT

1. The Bible

We believe that the Bible is made by the unique divine inspiration given for the faith of the believing community. It is infallibly and uniquely authoritative and free from error of any sort in all matters.

2. The Trinity

We believe in the one true and living God who is eternal, transcendent, omnipotent, personal God possessing three eternal, personal distinctions which are revealed to us as Father, Son and Holy Spirit equal in every divine perfection, yet executing distinct but harmonious offices.

3. The Father

We believe in God the Father, the first person of the Divine Trinity, perfect in holiness, wisdom, power and love. We believe in God the father, an infinite Spirit-sovereign, eternal, and unchangeable in all His attributes. He is worthy of honor, adoration, and obedience.

4. The Son

We believe that the Son is the Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.

5. Holy Spirit

We believe that the Holy Spirit is the third person of the Triune Godhead. He has been and will continue to be active throughout eternity. He convicts, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.

6. Historicity

We believe the full historicity and perspicuity of the biblical record of the primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel. We believe the realities of heaven and hell.

7. Redemption

We believe the redemptive grace of God through the substitutionary work of Jesus Christ who paid the full redemptive price for the sin of

the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.

8. Salvation

We believe the personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ. We believe that salvation is only appropriated by a person placing his faith in the finished work of Christ.

9. Last Things

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous and the fulfillment of His purposes in the works of creation and redemption with eternal rewards and punishments.

10. Biblical Creation

We believe biblical account of creation as a historical and theological record of God's creation. And we believe that the universe with all that is in it was created by God. God's creation includes and is not limited to the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.

11. Satan

We believe the existence of a personal, malevolent being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity. He can be resisted by the believer through faith and reliance on the power of the Holy Spirit.

ACADEMIC LIFE

ENROLLMENT STATUS

To maintain full-time status, undergraduate students must register for 12 or more units, and graduate students must register for nine or more units

ADDING/DROPPING COURSES

All students should register classes during the period of registration before the semester begins. Students who need to add or drop classes in the first week of the semester will be waived of add/drop fee, but from the second week of the semester, the change fee will be imposed on students.

WITHDRAWAL

Unforeseen circumstances may require a student to withdraw from the college. If this seems to be your case, you should talk with the Dean of

Students or the Dean of Academics. If the situation does indeed warrant withdrawal and there are no other acceptable options, the student will be directed to the Registrar's Office to initiate the formal withdrawal process as follows;

Withdrawal involves completing the Withdrawal Form, settling all financial accounts, and taking care of any other school business pertinent to the student. Withdrawal is also charged of fee, following refund policy. If refunds are due, they will be paid only if proper withdrawal procedures are followed.

A student who follows proper withdrawal procedures and whose reason for withdrawal is approved by the administration will receive W/P on his/her transcript for all courses the student is passing. Otherwise, W/F will be assigned. The administration will seek to work in the best interest of the student when approving or disapproving a withdrawal.

A student who is suspended or dismissed from the college for disciplinary reasons will receive W/F for each course in which he or she is enrolled.

CLASS PARTICIPATION

Oikos places great importance upon class participation because of the nature of the material being taught, the value of in-class interaction, and the need for students to develop habits of diligence and reliability.

You should be present and punctual for all class sessions except in the case of rare extenuating circumstances. You are expected to complete your assignments before the class session, so that you are prepared to answer questions and enter into the discussion. For details of how your participation grade is computed, see the course syllabus.

When your total number of absences exceeds 10 percent of the number of class sessions in the semester, you are dropped from the course with a W/F unless the professor specifically asks the Registrar to retain you in the course. The 10 percent allowance is to provide for serious illness, serious injury, serious illness in the family, death in the family, and unforeseen emergency. Note that failure to enter the classroom and be seated at the beginning of class may result in your being counted absent.

In addition to the 10 percent policy, individual professors may impose additional attendance and participation requirements that have the potential of impacting your course grade. See your course syllabus for details.

It is important that you keep an accurate record of any absences from class, including dates and reasons. This information could prove essential in the event of a discrepancy and/or an appeal. You should

not rely upon professors or the Registrar to supply tallies, warnings, or notifications.

GRADING SYSTEM

Oikos University uses a 4.0 grading system to grade the quality of course work and to determine the grade point average. Faculty members assign letter grades based on this table:

98-100	A+	4.0	70-73	C-	1.7
94-97	A	4.0	67-69	D+	1.3
90-93	A-	3.7	64-66	D	1.0
87-89	B+	3.3	60-63	D-	0.7
84-86	B	3.0	Below 60	F	0.0
80-83	B-	2.7		I	Incomplete
77-79	C+	2.3		W	Withdraw
74-76	C	2.0			

The Registrar translates letter grades to grade points in accordance with the table shown later in this section.

A	Excellent	4.00
A-		3.70
B+		3.30
B	Good	3.00
B-		2.70
C+		2.30
C	Average	2.00
C-		1.70
D+		1.30
D	Poor	1.00
D-		0.70
F	Failure	0.00
W/F	Withdrawn/Fail	0.00
W/P	Withdrawn/Pass	No point, No GPA impact

Grade definition

A	Excellent. Superior knowledge regarding details, assumptions, implications, history; superior thinking with information relevant to application, critique, and relationship to other information.
B	Good. More than adequate knowledge regarding technical terms, distinctions, and possesses an ability to use information.
C	Average. Basic knowledge needed to function and carry on learning regarding major principles, central terms, major figures, also possesses an awareness of field or discipline. Note that a grade of C- may not be eligible for transfer and in

	most programs does not constitute a passing grade. Please consult and refer to the Catalog, for further information.
D	Poor. Below average grade, may not be eligible for transfer.
F	Fail

Grades are usually available within three weeks of completing a semester. They are released to the student by the Registrar's Office along with a calculation of the student's semester GPA and cumulative GPA.

GRADING POLICY

Individual faculty members determine the grading policy for each course. Faculty members clearly state in the course syllabus the specific criteria by which the grade will be assigned, including the relative weight of assignments, papers, examinations, attendance and other assessments. Only the faculty member has the authority to change grades.

OVERVIEW OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#). For more information, visit at <http://www2.ed.gov/ferpa>

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Protection of Pupil Rights Amendment (PPRA)

Welcome to the Protection of Pupil Rights Amendment (PPRA) page for parents, students, and school officials. This page contains FAQs and resources regarding parents' rights under the PPRA and education officials' obligations in implementing the PPRA. The PPRA applies to the programs and activities of a State educational agency (SEA), local educational agency (LEA), or other recipient of funds under any

program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

- political affiliations or beliefs of the student or the student’s parent
- mental or psychological problems of the student or the student’s family
 - sex behavior or attitudes
- illegal, anti-social, self-incriminating, or demeaning behavior
- critical appraisals of other individuals with whom respondents have close family relationships
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
- religious practices, affiliations, or beliefs of the student or student’s parent; or,
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

We recommend you review the FAQs and other resources provided on this page in order to understand what rights parents and students have under the PPRA and State- and local educational agencies’ obligations in implementing the PPRA.

Parents or eligible students who believe their rights under PPRA have been violated may file a complaint with the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. You may [contact us](#) if you have questions regarding the PPRA or wish to obtain more information regarding filing a complaint under PPRA. Or you may contact us at the following address and phone number:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

STUDENT
GOVERNMENT

All registered students are members of the Student Association. The purpose of the student government is to promote Christian fellowship among students and to advance the kingdom of God and the mission of Oikos University. Activities of the Association are supported through a student fee and individual gifts. The officers of the Association—

President, Secretary, and Treasurer—are elected annually by the members.

The Student Government consists of three representatives from each class plus the student body president. These students serve as a “sounding board” for the administration regarding policies that affect the students. They are also responsible for planning certain student activities such as clubs and social events.

This section describes our relationship to one another as a community of Christian believers.

OU has chosen to set itself apart for the purpose of preparing Christian leaders to transform the world for Christ at every level – from the local church and community levels to the realm of world culture. Students, by their voluntary membership in this Christian community, assume responsibility toward one another in community and will use personal discretion involving any activities that may be morally or spiritually destructive or reflect poorly on the campus community. (These issues are discussed later in this Handbook.) All students represent Christ and OU wherever they are and are expected to exhibit a distinctive Christian lifestyle in all their activities, both on and off campus.

Community standards and codes of conduct are in place for the express purpose of moving students towards Christian maturity and service while fostering an environment that is conducive to academic learning and personal growth and development.

COMMUNITY LIFE

PHILOSOPHY OF COMMUNITY

OU is a community of believers dedicated to preparing Christian leaders to transform the world for Christ. So that the Body is built up in love (cf. Ephesians 4:16) faculty, staff, and students encourage one another to be conformed to the image of Christ (cf. Romans 8:29). The primary model for relationships should be Jesus’ command to love one another (cf. John 15:12), which works itself out in full expression as the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (cf. Galatians 5:22, 23). This community commits itself to live in unity, to put aside any deception or slander, and to edify one another to develop the fundamental attitudes and character necessary for leaders in the church and in the world (cf. Psalm 133; Philippians 2:1-4; Ephesians 4:1-5:21). In keeping with this commitment, Scripture compels us to voluntarily abstain from behaviors that are illegal, immoral, or unethical. (See the Code of Conduct on pages 13-16 for examples of such behaviors.)

ETHNIC DIVERSITY

The Christian community includes believers from every racial and ethnic background. Revelation 5:9 says, “You are worthy to take the scroll and to open its seals, because you were slain, and with your blood you purchased men for God from every tribe and language and

people and nation.” Our prayer for OU is that God would send us men and women from every tribe and tongue and people and nation to train as Christian leaders. Therefore, we admonish all students to remove from their worldview, their speech, and their actions any bias they may harbor based upon racial or ethnic origins. We encourage students to see the beautiful diversity that God has created in His people and in the church. Racism in any form will not be tolerated and will be met with serious disciplinary action including, but not limited to, mandatory counseling, voluntary withdrawal, suspension, and expulsion. These and other disciplinary actions are described in the section entitled Disciplinary Process, part of the Disciplinary Policy in this Handbook.

SANCTITY OF LIFE STATEMENT

The OU embraces a biblical position that honors the sanctity of human life. Consequently, the OU expresses strong convictions against the support of any action that encourages the termination of human life through suicide, euthanasia, or abortion.

OU’s belief in the sanctity of life, therefore, influences its response to those students who are involved in crisis pregnancy. The campus community is prepared to stand with both the father and mother of the unborn child as they consider the results of their actions and experience the forgiveness that comes from a heart of repentance. Abortion is seen as a crime against the child and the family and, therefore, is neither advised nor entertained as an alternative solution. The OU is committed to assisting both the father and mother with other alternatives by offering prayer, counsel and scriptural instruction, encouraging adoption and making crisis pregnancy intervention available to those seeking our help.

SEXUAL HARASSMENT POLICY

OU’s policy is to maintain a working and learning environment free from the sexual harassment of its students, employees, and those who apply for student and employee status. Any behavior determined to constitute sexual harassment will be viewed as neither complimentary nor humorous, and will be subject to disciplinary action.

OU recognizes that the perception of sexual harassment is often subjective and that the circumstances surrounding the conduct, as well as its pattern, frequency, and severity, need to be considered to assess the behavior. Although statistical analysis has shown an individual in a position of power or influence usually commits the sexual harassment, sexual harassment can occur between any two individuals regardless of gender, employment status, work relationship or academic association. Sexual harassment may be verbal, graphic, written or physical in nature, each of which may be grounds for disciplinary action. OU defines sexual harassment in the following manner:

1. Sexual harassment includes such behavior as sexual advances, request for sexual favors, and other verbal or physical conduct of a

sexual nature directed towards an employee, student or applicant.
For example:

- Making unsolicited written, verbal, physical or visual contact with sexual overtones. (*Written examples:* Suggestive or obscene letters, notes, and invitation. *Verbal examples:* Derogatory comments, slurs, jokes, epithets [name-calling]. *Physical examples:* Assault, touching, inappropriate embracing, impeding or blocking movement. *Visual examples:* Leering, gestures, display of sexually suggestive objects in pictures, cartoons, or posters.)
 - Continuing to express sexual or amorous interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
2. The conduct has the purpose or effect of interfering with a student's academic performance, forming an intimidating, hostile, or offensive or otherwise adverse learning environment, or adversely affecting any student.
 3. The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive or otherwise adverse working environment.

If a student believes that he or she has been sexually harassed, he or she should provide a written complaint to the Dean of Academics (if the complaint is against a faculty member), the Dean of Students (if the complaint is against another student), or the office of the President (if the complaint is against a non-faculty employee), as soon as possible after the incident. This complaint must include details of the incident or incidents, names of the individuals involved and names of any witnesses. The OU will immediately respond to any written and signed complaint.

If the OU determines that sexual harassment did occur, action will be taken in accordance with the circumstances involved. Any administrator, faculty member, staff member or student determined by this investigation to be responsible for sexual harassment will be subject to appropriate disciplinary action, up to and including dismissal, termination, or legal remediation. Those parties directly involved will be notified in a timely fashion regarding the results of the investigation. The OU strongly encourages students to immediately report all incidents of harassment listed in this policy. The OU will not retaliate against anyone for filing a complaint nor tolerate or permit retaliation by administration, faculty, staff or fellow students. If a student feels that the above stated policies regarding sexual harassment have not been carried out, he or she is encouraged to follow the procedures set forth in the grievance policy.

RELATIONSHIPS WITH THE OPPOSITE SEX

OU works to establish an environment in which students can focus on their relationship with Jesus Christ, their call, their ministry, their studies, and their relationships with other students. Group activities are recommended as a good way to begin the development of wholesome relationships with the opposite sex. Excessive public display of affection is not appropriate.

OU policy regarding relationships with members of the opposite sex has to do with avoiding questionable appearances and modeling healthy relationships between men and women. There is no intention of inhibiting wholesome fellowship, limiting one's ability to minister to others, or of instilling hypersensitive attitudes about this matter.

ENGAGEMENT & MARRIAGE

OU considers marriage incredibly significant in the life of the believer, especially for a man or woman involved in ministry. Scripture requires that married ministers have solid homes and family relationships (cf. 1 Timothy 3:1-7). These homes and relationships are some of the strongest testimonies a minister conveys to his or her congregation and community.

Engagement is regarded as a definite stage in a developing relationship that is headed toward marriage. Therefore, an engagement should be preceded by adequate time in order that a couple may develop a more complete understanding of one another. The OU discourages haste in making plans for marriage. Instead, OU recommends to students who are considering engagement and marriage that they take time to prayerfully consider the implications of this lifelong relationship and receive input from mature Christian leaders.

Therefore, the OU has established the following policies in regard to engagement and marriage:

- To assist the student in the development of this lifelong relationship, counseling before engagement is available through the office of the Dean of Students.
- All engagements must be recorded in the office of the Dean of Students before the engagement is publicly announced.
- Premarital counseling with a pastor or other mature Christian leader is required for engaged students. Marriage ceremonies that take place while school is in session may be problematic for newlywed students. Therefore, OU recommends that marriage ceremonies be scheduled during the longer winter or summer semester breaks.
- If an applicant for admission indicates that he or she is engaged, the name of the fiancé or fiancée and the planned date of marriage must be recorded with the Registrar.

PHILOSOPHY OF GROOMING AND ATTIRE

The philosophy of OU regarding grooming and attire flows directly out of our Values and Mission, namely that we are preparing Christian leaders to transform the world for Christ at every level

Rather than take a “rules-based” approach, we choose to take an approach that reflects our desire to see emerging leaders develop personal discernment regarding their outward appearance. We believe that by requiring students to wrestle through personal appearance issues within a safe environment of discipleship and accountability, students will learn more than by imposing a set of culturally subjective regulations.

In Psalm 40:8, David wrote, “I take joy in doing Your will, my God, for Your law is written on my heart.” The desire of OU is that students would develop an internal code, based on Scriptural foundations, rather than an external conformity that never reaches the heart. Real maturity is not based solely upon one’s ability to follow the directions of others, but to make righteous decisions on one’s own, regardless of the approval or condemnation of others.

This philosophy of grooming and attire is based on four Scriptural principles: the principle of modesty, the principle of the stumbling block, the principle of Christian sacrificial leadership and the principle of Christ-centeredness.

1. The Principle of Modesty. Scripture mandates modesty, especially in women’s dress. The biblical principle is clear: modesty and decency are traits of godliness in the life of a believer. Modesty is not only reflected by clothing choices, but also by the intent with which one chooses to conduct him or herself (cf. 1 Timothy 2:9; 1 Peter 3:3-4). Immodest dress or behavior may be intentional, reflecting a lustfulness or immaturity that desires the attention of others. In some situations, however, immodesty may result from ignorance—a simple failure to have learned what is culturally or socially unacceptable in a given setting. As ministry leaders we must be willing to graciously accept the input of peers and leaders whom God has placed in our lives.

2. The Principle of the Stumbling Block. In 1 Corinthians 10:23 we learn that “Everything is permissible, but not everything is beneficial.” As believers we have the right to choose from a wide array of styles and fashions. When it comes to grooming and attire, there are not many particular items that are specifically forbidden in Scripture. This right, however, has the potential to cause other people to stumble. Believers who may not be strong in their faith may take another’s freedom in Christ as license to sin. Nonbelievers who are watching the believer’s lifestyle and choices may be led astray. Romans 14:13 says, “Therefore let us stop passing judgment on one another. Instead, make up your mind not to put any stumbling block or obstacle in your brother’s way.” Our grooming and attire choices must be such that

they do not cause anyone to be tripped up on his or her spiritual journey.

3. The Principle of Christian Sacrificial Leadership. Romans 12:1, 2 instructs us to “present our bodies [as] a living and holy sacrifice [and to] not be conformed to the world.” As believers, we are called to be living sacrifices. Further, Scripture tells us that ministry leaders are held to a higher standard than other believers. James 3:1 states, “Not many of you should presume to be teachers, my brothers, because you know that we who teach will be judged more strictly.” Our choices in grooming and attire should reflect our willingness to sacrifice our rights for the sake of others.

4. The Principle of Christ-centeredness. As believers we are called to put to death the works of the flesh and to submit to the lifelong process of becoming more and more like Christ. In 2 Corinthians 3:18 Paul writes, “And we, who with unveiled faces all reflect the Lord’s glory, are being transformed into His likeness with ever-increasing glory, which comes from the Lord, who is the Spirit.” As we make choices in grooming and attire, we must each ask, “Will this choice help others see Jesus, or is my purpose to have them focus on me?”

In a spirit of mutual accountability, all those at OU will submit to one another regarding grooming and attire. If someone’s appearance seems to have strayed from the scriptural foundations that apply to Christian ministry leaders, we expect others within this community to personally address this issue in a loving and gracious manner.

Please note that students are sometimes asked to wear more professional attire for such occasions as special in-class assignments, chapel participation, athletic team travel, or graduation ceremonies. Certain churches and student ministries will require more professional attire as well.

DISCIPLINARY POLICY

The primary goal of the OU Disciplinary Policy is always to pursue the full restoration of the involved student. With this goal in mind, the suspension of a student from OU is not a desired result, but suspension may occur if a student shows an unwillingness to comply with or meet the objectives of restorative action. Intermediate consequences are employed whenever possible to avoid suspension or expulsion from school or eviction from the Residence Hall or apartments. Each incident is reviewed on a case-by-case basis, with consideration of (1) the severity of the violation, (2) the context of the incident, (3) a history of prior misconduct, (4) the responsiveness of the accused to confrontation, and (5) the degree to which the individual displays genuine repentance. Suspension, expulsion, and other disciplinary actions are described in the section entitled Disciplinary Process later in this part of the Handbook.

**GUIDELINES FOR
IMPOSING
CONSEQUENCES**

Community members are expected to provide firsthand testimony that will bring greater clarity and understanding to school officials while they are investigating possible infractions or processing disciplinary actions. Some may view withholding information as a means of “protecting” others, but this practice is unbiblical (cf. Proverbs 14:25, James 4:17) and is ultimately destructive to our community.

While painstaking efforts are taken to maintain consistency from case to case and individual to individual, confidentiality often prevents the disclosure of details that contribute to a disciplinary decision, occasionally resulting in unanswered questions regarding an outcome. Uninformed community members are asked to extend the benefit of doubt to officials, knowing that prayerful consideration has been employed in the proceedings and the subsequent outcome.

The Dean of Students serves as the chief student conduct officer for the OU and works with the Residence Directors and other administrators to resolve disciplinary matters. The following guidelines are used to establish continuity for administering consequences for violating community standards.

The following guidelines are designated to establish a system of continuity for administering consequences for the violation of community standards. The administrator(s) should typically employ the following guidelines in determining an appropriate consequence, unless there are exceptional circumstances that warrant an alternative response on the part of the OU.

Level 1 Violations: These are minor violations. Customary action would include, but is not limited to, a verbal or written warning with the possibility of additional sanctions.

Level 2 Violations: These are intermediate violations that may indicate a breach in judgment or character on the part of the violator. Customary action would include, but is not limited to, behavioral probation with additional sanctions, a limited-term suspension including campus visitation, and/or required reduction of semester hours.

Level 3 Violations: These are major violations and will be dealt with accordingly. Often Level 3 violations are also criminal acts. Customary action would include, but is not limited to, suspension with additional sanctions, or expulsion. When appropriate, the OU will refer the incident to law enforcement authorities.

Note: Disciplinary action is customarily cumulative. Consequently, multiple individual lower level violations could result in a higher level of consequence.

**MANDATORY OR
MINIMUM
CONSEQUENCES**

In order to establish a healthy community environment and influence lifestyle choices by which its members may be successful in attaining the mission of the institution, the OU takes an unequivocally firm stand on student misconduct that falls in the following categories:

- Intoxication and drunkenness;
- Drug possession and/or use;
- Sexual misconduct;
- Violent acts;
- Endangering the safety of others;
- Plagiarism or other forms of lying or cheating; and
- Non-compliance with the request of a OU official or representative acting within his or her official capacity.

The OU believes that lifestyle choices and behaviors that fall in these categories have the greatest propensity for diminishing an individual's academic success and spiritual formation and are likely to negatively impact the quality and character of the campus community. Thus, these violations are met with a minimum consequence of suspension.

**DISCIPLINARY
PROCESS**

Should a student fail to meet the standards or spirit of this handbook and it becomes necessary to impose disciplinary action, the remedies will be used:

- **Corrective Measure:** The failure of a student to meet a standard or the intent of a standard may be brought to the attention of the student by faculty, staff, or peers. The goal of a corrective measure is for the student to recognize his or her failure to meet the standard, to take immediate action to meet the standard, and to agree to comply with the standard in the future. This remedy is commonly warranted when dealing with Level 1 violations.
- **Restorative Action Plan:** A student who does not meet the standards of this handbook following the correction measure, or a student whose failure indicates a lack of biblical integrity or character will be required to meet with the Dean of Students, Dean of Academics, and/or President. The purpose of this meeting is to develop a restorative action plan to resolve the issue and help the student grow and develop in integrity and character. Restorative action may include specific task assignments, restrictions, prohibitions, accountability meetings, and/or limited-term suspension. This remedy is commonly warranted when dealing with Level 2 violations. If the student does not agree to the restorative action plan, or if the student fails to meet the objectives and specific goals of the restorative action plan, the student progresses to the next step in the Disciplinary Policy.
- **Voluntary Withdrawal:** A student's failure to meet the objectives and specific goals specified in the restorative action plan will be

reviewed by the Dean of Students, Dean of Academics, and/or President. If the student believes that he or she could be best served by returning to his or her home church, the student may make a request to the OU administration to voluntarily withdraw from OU. This cooperative decision by the involved student and the OU administration has the goal of returning the student to the pastoral care of the local church for restoration. Consequently, the OU will discuss the matter with the student's pastor as a condition of the withdrawal. At the time of this voluntary withdrawal, the OU administration will define specific administrative requirements that must be fulfilled for the readmission of the student to OU. Documentation of this voluntary withdrawal and the requirements for readmission will be placed in the student's file.

- **Suspension:** A failure by a student to meet the objectives and specific goals specified in a restorative action plan or other corrective measure will be reviewed by the Dean of Students, Dean of Academics, and/or President. The administrators will consider suspending the student from OU. Suspension is the involuntary separation of a student from the OU for a specific amount of time. If suspension for one or more semesters is deemed necessary, the student will receive a failing grade (W/F) in all classes in which he or she is enrolled, and the OU administration will define specific administrative requirements that must be fulfilled for the readmission of the student to OU. Documentation of this suspension and the requirements for readmission will be placed in the student's file. During suspension the Dean of Students may suspend a student's access to the Residence Hall, apartments, campus community, or may, in cooperation with the Dean of Academics, suspend a student's access to faculty members and the classrooms.
- **Expulsion:** If, in the opinion of the President of OU, a student's behavior or character so disqualifies him or her from Christian service that successful completion of any OU program seems unlikely, the President will direct that the student be dismissed indefinitely. Such a dismissal is called "expulsion." A student who is expelled will receive a failing grade (W/F) in all classes in which he or she is enrolled and is not encouraged to apply for readmission.
- **Appeal:** If a student has new information that might affect the decision of a particular administrator, faculty member, staff member, or any official OU committee holding disciplinary powers, the student may submit an appeal in writing, within five working days of notification of the OU's decision, or of the time that the new information came to light. The written appeal is to be submitted to the Dean of Students requesting a hearing with the Disciplinary Committee. A copy of this appeal and the response from the OU administration will be placed in the student's file. Note: The written appeal should include the new information and an explanation of how the current decision might be affected.

**READMISSION AFTER
WITHDRAWAL OR
SUSPENSION**

In cases where there is no new information to be presented or the decision has resulted in the termination of student status, the student may request that his or her written appeal be forwarded to an Appeals Committee for review. The Appeals Committee is an *ad hoc* committee comprised of three individuals from the pool of OU officials unrelated to the decision. The Dean of Students will serve on the committee as the OU's representative. A student representative may also serve as a member of the committee. Any adjustments to the prescribed representation will be discussed in advance of the review.

Note that the role of the Appeals Committee is not to rehear the case and render a second judgment, but to determine if the disciplinary process has been fair and reasonable, the evidence supports the findings, and the consequences are justified by the criteria established in this handbook. The committee will either uphold the decision as sufficiently meeting the aforementioned criteria or submit recommendations to the respective director for considered implementation. The director's subsequent decision then becomes final.

A student who voluntarily withdraws or who is suspended from OU for one or more semesters may apply for readmission upon fulfillment of the following conditions:

- Any minimum time requirements agreed to at the time of voluntary withdrawal or suspension have been met prior to a student applying for readmission.
- All requirements of a restorative action plan agreed to at the time of voluntary withdrawal or suspension have been met prior to a student applying for readmission.
- A detailed pastor's reference has been submitted to the OU from a pastor who has observed the student's life and behavior for not less than six months prior to the application date. This reference must be positive in nature, indicating that the pastor believes that the student is ready to fully comply with the policies and guidelines of OU and that he or she considers the student ready for readmission to OU without any qualifications or reservations.
- A second reference has been submitted to the OU from a mature Christian adult who has observed the student's progress over a minimum period of six months. This reference must also indicate a positive growth in character and a readiness to resume study at OU.
- A personal interview by a designated faculty member or administrator of the OU that leads to the recommendation that

STUDENT CODE OF CONDUCT

the student has grown in character and that he or she is capable of completing a program at OU.

A final decision to readmit a student to OU will be made following a review of the preceding criteria by the Admissions Committee, Dean of Students, Dean of Academics, and/or President.

This section contains the details of the student code of conduct. Enrolled students who are married or have dependents visiting campus are responsible and accountable for the conduct of all those in their household.

ADMINISTRATIVE POLICY			
Code	Prohibited Activity	Description	Level of Violation
1.1	Non-compliance	Failure to comply with any written or verbal request of a campus official or representative acting within his or her official capacity. This includes the failure to respond to a request for an appointment.	2 or 3
1.2	Abuse of Investigative Process	Behaviors, active or passive, intended to impede the investigative process, including failure to obey a summons, the withholding or misrepresentation of information, attempts to influence the testimony of another, or failure to comply with a sanction.	2 or 3
1.3	Misrepresentation	Misrepresentation of oneself to be an agent of the OU. Misrepresentation of an organization to be an agent of the OU.	2 or 3
1.4	Forgery	Forgery, alteration or misuse of OU documents, records, or identification or knowingly furnishing false information to OU officials.	2 or 3

1.5	Residence Policy Violation	Failure to comply with written housing standards or other requests from school officials regarding housing issues.	1 or 2
1.6	Complicity with another's Violation	Behaviors, active or passive, those encourage or fail to confront the misconduct of fellow community members.	1, 2 or 3

SOCIAL, MORAL OR BIBLICAL POLICIES			
Code	Prohibited Activity	Description	Level of Violation
2.1	Unlawful Acts	Willful participation in an unlawful activity. Students convicted of a crime during continued enrollment or residential status at OU must report this information to the Dean of Students.	2 or 3
2.2	Cheating	Cheating or plagiarism in connection with an academic program, during which the work of another is passed on as one's own, or unapproved methods are employed to complete an assignment.	2 or 3
2.3	Lying	Willful and deceptive communication to a school official or other community member.	2 or 3
2.4	Tobacco Products	Possession, storage, distribution or use of tobacco products at any time, on or off campus, including cigarettes, cigars, chew, snuff, or smoking substitutes such as clove cigarettes.	1 or 2
2.5	Alcoholic Beverages	Possession, storage, distribution or consumption of alcoholic beverages at any time, on or off campus.	2

2.6	Restricted Drugs	Possession, storage, distribution, or use of dangerous, illegal or restricted drugs or narcotics at any time, on or off campus, including marijuana or hallucinogenic substances. Possession of drug paraphernalia is also prohibited.	3
2.7	Sexual Misconduct	Sexual behavior, on or off campus, that falls outside biblical intentions or explicit guidelines, such as sexual intimacies outside of a heterosexual marriage including any type of intercourse, sensual nakedness, fondling of sexual organs, or sleeping intimately with one another.	2 or 3
2.8	Inappropriate Dating or Living	Single students dating married persons, married students dating anyone other than their spouse, homosexual activity, or cohabitation with members of the opposite sex.	2 or 3
2.9	Inappropriate Displays of Affection	Casually sleeping or laying in physical contact with another person, or public display of affection that might be deemed inappropriate.	1 or 2
2.10	Sexual Assault	Acts of sexual aggression including rape, attempted rape, sexual battery or assault.	3
2.11	Sexual Harassment	Harassment as described in the section entitled <i>Sexual Harassment</i> .	2 or 3
2.12	Pornography	Possession, display, or distribution of pornographic materials or images at any time, on or off campus. Use of pornography for personal	2 or 3

		entertainment, including Internet and telephone services that provide pornographic images, sounds or sensual conversation.	
2.13	Inappropriate Entertainment	Entertainment (e.g. music, movies, television), on or off campus, that contains levels of violence, profanity, and sex that are in conflict with OU standards. Students are to use discretion at all times. The OU reserves the right to deem any entertainment material inappropriate.	1, 2 or 3
2.14	Profanity and Obscenity	Use of language, or the depiction of activity, that is vulgar, coarse, crude or indecent.	1, 2 or 3
2.15	Fighting, Violence, or Self-Inflicted Harm	Any conduct or behavior that threatens or endangers the health or physical or emotional safety of an individual, including oneself. Any threatening or intimidating actions or language whether acted upon or not.	2 or 3
2.16	Inappropriate Classroom Behavior	Any willful conduct that disrupts a class. This conduct includes disrespectful communication to the instructor or other students, as well as inappropriate joking, talking or other disturbances.	1 or 2
2.17	Inappropriate Pranks	Any mischievous act directed toward a community member, or which is done on OU property, that is malicious, derogatory, destructive, or potentially dangerous.	1 or 2
2.18	Hazing	Any act of hazing, whether voluntary or involuntary, in	2 or 3

		which the activity is deemed dangerous or harmful, an individual's dignity is compromised, an individual is ridiculed, or an illegal act is intended or enacted.	
2.19	Harassment	Intimidating another individual through the threat of physical or emotional harm, by means of an unwelcome advance, verbal abuse, written communication, telephone call, Internet message, or other communication. Continued harassment might be considered "stalking," and may be subject to criminal charges by state law.	2 or 3
2.20	Racist Activity	Any derogatory or intimidating speech or other harmful or unwelcome action that is based upon racial or ethnic origins. Racism in any form will not be tolerated and racist activity may be subject to criminal charges by state or federal law.	2 or 3
2.21	Gambling	Any activity that involves betting, wagering, raffles or games of chance in which there exists the potential of personal or financial loss. ("Drawings" are permitted when entry into the drawing is free, an entry fee is optional or is a donation, or a gift of equal or greater value is received upon paying an entry fee.)	1 or 2
2.22	Inappropriate Dress	See "Philosophy of Grooming and Attire" in this handbook.	1 or 2

**PROPERTY, FACILITIES AND GROUNDS
POLICIES**

Code	Prohibited Activity	Description	Level of Violation
3.1	Theft	Theft of campus property, or property in the possession of, or owned by, the OU or a member of the OU community.	2 or 3
3.2	Unauthorized Use	Unauthorized entry into, unauthorized use of, or misuse of property in the possession of, or owned by, the OU or a member of the OU community.	2 or 3
3.3	Vandalism	Unauthorized alteration of any public or private property from its original condition, placement or presentation, including graffiti, paint, or alteration to landscaping. This behavior also includes malicious, harmful or provoking “pranks” anywhere on campus.	2 or 3
3.4	Unsafe Skating	Skateboarding, roller-skating, in-line skating, or similar behaviors in any area that interferes with the safe operation of motor vehicles or the rights of pedestrians.	1 or 2
3.5	Unsafe Operation of Motor Vehicles	Use of motor vehicle, on or off campus, in such a way that the driver, passengers or others are harmed or put at risk of harm; failure to heed posted signs or written instruction; operating at a speed which is unsafe for the current driving conditions; any exhibition of speed or acceleration.	1, 2 or 3
3.6	Unauthorized Motorized Vehicles	No motorized recreational vehicles are permitted anywhere on campus. Such vehicles include, but are not	2

		limited to: go-carts, mopeds, ATVs, mini-bikes, or a motorized vehicle or bike not licensed for use on public streets.	
3.7	Improper Bicycle Storage	Bicycles are to be stored only in those facilities designated by the Residence Director.	1
3.8	Improper Postings and Solicitations	Posting flyers, posters, or advertisements without the approval of the Dean of Students. Solicitation of goods or services on OU property without prior approval of the Dean of Students.	1

SAFETY AND SECURITY POLICIES			
Code	Prohibited Activity	Description	Level of Violation
4.1	Failure to Evacuate	Failure to evacuate a campus building immediately upon the sound of an alarm, or to follow specific prescribed procedures or the on-site directives of a campus representative.	2
4.2	Breaching Security Systems	Jeopardizing or interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, or permitting unauthorized access to another.	2
4.3	Misuse or Tampering with Emergency Equipment	Illegitimately engaging alarm pull stations, discharging fire extinguishers, or disengaging smoke detectors. Individuals misusing or tampering with emergency equipment may	2

		be subject to fines and criminal charges.	
4.4	Improper Storage or Use of Flammable Agents	Storage or use of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane, moped or other machine fuels.	1 or 2
4.5	Unauthorized Fires	The unauthorized burning of any object, including charcoal or gas barbecues, in or adjacent to buildings.	2
4.6	Arson	Malicious and willful burning of buildings or other property.	3
4.7	Possession or Use of Weapons	Possession or use of an explosive, dangerous chemical or deadly weapon on OU property or at a OU function. The term “deadly weapon” includes, but is not limited to, any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy-club, sand-club, sandbag, metal knuckles; any dirk, dagger, or switchblade knife; any knife having a blade longer than five inches; any razor with an unguarded blade; and any metal pipe or bar used or intended to be used as a club. Potentially dangerous sporting equipment such as martial arts weapons, firecrackers, fireworks. Note that approval may be gained from the Dean of Students for the storage of firearms and bows in apartments, but these may not be used on campus or at a OU function.	2 or 3
4.8	Throwing Objects from Structures	Unauthorized throwing, propelling, dropping or otherwise causing objects or	2

		substances to fall from balconies, windows, or rooftops.	
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**STUDENT
DEPARTMENT**

Because OU functions as a community of believers, students are to demonstrate a respectful attitude in all encounters with administrators, professors, staff personnel, campus guests, and other students. This standard applies to all areas of behavior, speech, and overall deportment. The same courtesy is to be returned to each student in the treatment they receive from others. Deviation from this standard will result in a review of the incident with the involved people by the Dean of Students. Following this review, the Dean of Students will make an appropriate restorative recommendation.

Each professor is responsible for maintaining a classroom environment that is conducive to learning. If a student is asked to refrain from a disruptive behavior or is asked to leave the classroom, the student must do so immediately and respectfully. If asked to leave the classroom the student must report to the Dean of Students. If necessary, the Dean of Students will meet with the involved people and assign additional restorative action as necessary. Should it become necessary, the Dean of Students will advise the Dean of Academics and the President of allegations of faculty or staff misconduct.

The Dean of Students will review any incident of a student threatening the physical wellbeing of a person or property. Following this review, the Dean of Students will assign a restorative action plan that could include reporting the incident to local law enforcement officials, imposing personal restrictions on the involved students, or recommending dismissal of the person from OU. Should it become necessary, the Dean of Students will advise the Dean of Academics and the President of allegations of faculty or staff misconduct.

**GRIEVANCE
POLICY**

This section defines and describes the OU Grievance Policy and describes the process by which a student may seek resolution of a grievance.

POLICY

A “grievance” is defined as an actual or supposed circumstance regarded as just cause for complaint or protest or a circumstance that the student believes adversely affects his or her academic career or personal wellbeing. When a student has a grievance, he or she may seek resolution to the matter. The students use an internal process first, but that is not required, and they may contact the Bureau for Private Postsecondary Education (BPPE: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, Tel (916) 574-8900 or Toll Free (888) 370-7589).

PROCEDURE

1. The student should discuss the circumstance with the individual(s) involved to seek a resolution.
2. If there is no resolution of the issue, the student may submit a letter regarding the matter to the Dean of Academics (if it is an academic matter) or the Dean of Students (if it is a non-academic matter). The letter must be submitted within 14 calendar days of the date of the actual or supposed circumstance and must include the following information:
 - a. Student's full name
 - b. Student's social security number
 - c. The major the student is enrolled in
 - d. Explanation of the grievance and supporting documents
 - e. Student's signature.
3. Within 10 business days of receiving the student's letter, the director or other interested parties may suggest mediation as an alternative to the grievance process. If all parties agree to mediation, the Dean of Academics or Dean of Students will schedule mediation to work out an agreement based upon the OU's Mediation Policy (see the Mediation Policy in this handbook).
4. If mediation is not chosen or it was not successful, the Dean of Academics or Dean of Students must respond in writing to the student within 30 business days of receiving the student's letter stating his or her decision and the reason for such decision.
5. If the student is not satisfied with the director's decision, the student may submit a written appeal of this decision to the President within 30 business days of receiving the decision. The appeal must include the materials described above and a copy of the director's response.
6. The President will review the appeal within 15 business days. If the President determines that the appeal warrants review, it will be referred to a subcommittee of the faculty (if it is an academic matter) or a subcommittee of the administrative council (if it is other than an academic matter) for a final decision.
7. The subcommittee will meet within 30 business days of the referral. They may overturn the original decision of the director only if they determine that the decision was arbitrary and capricious.
8. If the President does not believe the appeal is sufficient to warrant review, the appeal will be rejected. This decision will be final.

COMPLAINTS

Oikos University is currently approved by the California Sates through the Bureau for Private Postsecondary Education. The Bureau has a formal Policy on Complaints Against an Institution. Contact the Bureau by e-mail (bppe@ca.gov) telephone (916.574.7720) if you wish to discuss a complaint against Oikos University or to receive a copy of the

complaint policy. Oikos University designated the office of Dean of Academics to instruct how to file complaints with regulatory bodies.

An individual may make an inquiry to TRACS regarding complaint procedures or about issues and concerns that could be considered complaints at which time TRACS will direct the individual to the TRACS website at www.tracs.com with instructions on downloading the packet containing the *Policies and Procedures for Complaints Against Member Institutions*, the *TRACS Complaint Information Sheet*, and the *TRACS Complaint Processing Form*. However, TRACS' response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the *TRACS Complaint Information Sheet*. Oikos University keeps the student complaint record for the period of six years.

MEDIATION POLICY

In I Corinthians 6:1-8, Paul enjoins believers to avoid lawsuits before unbelievers. In the event that a student believes that he or she has a grievance with any member of the OU community, and he or she is unwilling to "be wronged [or] defrauded" (I Corinthians 6:7) that student may opt to pursue mediation in accordance with the Grievance Policy. This Mediation Policy describes the process a student should follow if he or she and the other party both agree to mediation.

In the event that two or more parties desire to seek resolution through non-judicial mediation, each party will select a person who is willing to assist in the mediation process. (The OU recommends that students consider selecting a pastor or other leader in a local church.) The students will then advise the Dean of Students of their choice. These mediators will jointly select one additional mediator who is also willing to serve in assisting the students. The mediators will review the facts and allegations and will propose a solution to the parties in dispute. The resolution is not binding on the parties in dispute unless the parties have previously agreed that the decision is to be binding. Any costs associated with this mediation are to be shared by the persons desiring mediation. The formula for cost sharing will be determined by the mediators and is binding upon the persons requesting mediation.

SPIRITUAL LIFE

Every student at OU is responsible for pursuing and nurturing his or her relationship with God. OU attempts to facilitate the spiritual life of students through church meetings, small groups, and other activities. Students should make use of every opportunity to grow closer to God and to each other through these activities.

CHURCH

Throughout the book of Acts we read how God visits His people when they gather together for times of prayer, worship, the study of God's Word, accountability and fellowship. We do this so that the gifts can work in and through us by the power of the Holy Spirit. For students who are preparing for a life of ministry, either in the church or in the world, it is essential that this preparation take place while dynamically linked to the local church.

So that new students can become personally introduced to the excellent churches in the area, they are required to visit three different churches, at least two times each, before deciding on a "home church."

Scripture exhorts us to not give up meeting together as believers (cf. Hebrews 10:25). Because of this principle, we believe it is important for students to attend their home church consistently, and at least four services and two small group meetings per month. Students who absent themselves from church activities without legitimate excuse communicate that they are not in accord with the purposes of the OU.

Any student whose home church does not provide enough services or small group meetings to meet the minimum attendance policy must consult with the Director of Student Ministries to find a satisfactory alternative. Likewise, a student whose employment requires Sunday work hours that conflict with church attendance must request exemption from the church attendance policy in writing from the Director of Student Ministries for review and approval. Such exemptions will be made on a per semester basis.

CHAPEL

Regularly scheduled chapel services for students, faculty, and staff are held for times of corporate worship, exhortation and the opportunity to minister. Chapel times strengthen our community as we encourage and pray for one another, share praise reports and important OU announcements. Chapels are on Tuesday mornings. Occasionally a two- or three-day series of chapels are held that may include class time from other days.

Chapel attendance (including Tuesday chapels as well as all specially scheduled chapel services) is required of all students who are enrolled in on-campus courses. A part-time student who has off-campus work requirements that are in direct conflict with chapel times may make a written request to the Dean of Students for exemption. (Exemption forms are available in the Registrar's office.) Such exemptions will be made on a per semester basis and will not begin until after the Dean of Students has formally approved the request.

No more than six (6) absences are allowed from chapel per semester. Understanding that unforeseen events occur, these six (6) allowable absences should be ample to cover illness, doctor appointments, death in the family, birth of children, appearance in court, car breakdown,

FACULTY ADVISOR

late arrival on campus from vacation, and other unforeseen events or emergencies that could occur during a semester.

When a student has accrued four (4) absences, that student will be asked to meet with the Dean of Students to explain the excessive absences.

If a student exceeds six (6) absences, that student will immediately be placed on chapel probation. The Dean of Students will determine the terms of a student's chapel probation, which will extend from the time a student exceeds six (6) absences through the end of the following semester. A student on chapel probation who continues to miss chapel beyond the limit set forth in his or her probation may be unable to re-enroll at OU for the following semester. A senior who exceeds the allowable chapel absences during probation may not be allowed to participate in his or her graduation ceremony. The determination of action to be taken in these matters will be completed by a review of the attendance record of the student by an administrator appointed by the President.

Faculty members at OU have a desire to walk alongside the students in a pastoral role as they grow through academic and ministry experiences. Faculty members have a variety of ministry and life experiences that can be a valuable resource for the students. Believing that this relationship between faculty members and each student can enhance the student's learning experience and help develop him or her as a sacrificial leader, each student will be assigned to a faculty advisor while enrolled at OU.

The Registrar's Office assigns an advisor to students to help them plan degree programs and to give career and personal guidance during their undergraduate program. It is the students' responsibility to meet the requirements of the degree as established by the faculty, administration, Board of Directors, and as defined in the student's approved degree program.

Advisors assist students during the registration process and throughout the year. Advising students shall be regarded as a central and integral part of the instructional responsibility of faculty members. To the degree possible, advisors shall be matched with the areas of the student's specific interests.

Procedures

1. At the time of formal admission, the University informs new students in writing of the name of their assigned advisor and enters the advisor assignment in each student's record.
2. At the beginning of each academic term, the University provides each professor a list of all advisees who are enrolled for that term.

3. Students are responsible for taking the initiative to obtain advisement.
4. Faculty or students may request a change of advisors through the Dean of Academics's office. The Dean of Academics approves all advisor changes.
5. Advisors approve the schedule and course load of all advisees for each academic term and meet with advisees each term as appropriate.
6. Students obtain their advisor's written approval on the Add/Drop Request form to drop or add a course during the authorized add/drop period. Courses may be dropped after the authorized date only for unusual reasons and with the Dean of Academics's approval.
7. Students need the approval of their advisor and Dean of Academics on the Individual Study form for the following academic experiences: practicum; independent study; internship; and tutorial.
8. Students may request a printout of their approved degree program from the Registrar. Changes to the approved degree programs require approval on an Academic Petition form, which is available in the Dean of Academics's office.
9. Students voluntarily withdrawing from the University during a term must complete a Withdrawal form and get approval from the appropriate advisor and the Dean of Academics.

STUDENT LIFE

This section describes student life apart from academic activities.

HOUSING

The university does not operate a dormitory or other housing facility and has no responsibility to find or assist a student in finding a housing. But we will assist students in locating adequate housing near the campus around the San Francisco Bay Area, which covers the cities of San Francisco, Oakland, and San Jose. Some students find housing in a local residence hotel; others share an apartment or rent a room. There are some websites, such as Craigslist or sfkorean.com, where students have options to choose the neighborhood, price, number of bedrooms, etc. Most of the postings have images and detailed information. The housing cost varies depending on the types of housing, but the average cost is about \$1,000 for a single room, and \$2,000 for one-bedroom apartment. The university reserves the right to approve or disapprove housing on a case-by-case basis if there is concern for your academic or spiritual welfare

SAFETY AND SECURITY

This section describes OU policy related to safety and security on campus.

FIRE ALARMS/ EMERGENCY EXITS

When a fire alarm sounds on campus it is imperative that you know what to do and where to go. In an emergency it could save your life and the lives of others. Remember to always exit buildings in a calm and orderly fashion. Failure to evacuate a campus building immediately upon the sound of an alarm is a Level Two Violation and will be dealt with accordingly. Following are basic instructions regarding your response to fire alarms.

If you are in a classroom or office when the fire alarm sounds:

- Remember to feel the door before opening it. If the door is hot, exit another way (e.g., the window) or wait for rescue.
- From a classroom you are to immediately exit the building according to posted exit routes and proceed together to the parking lot in front of the building.
- Professors are to take their roll books with them and take roll outside to ensure that every student is accounted for. A OU official will check with each professor before signaling “all clear.”
- From an office, you are to immediately exit the building according to posted exit routes and assemble in the parking lot in front of the Lobby entrance.
- No one is to reenter a building until a OU official has given an “all clear” indication.

SEVERE THUNDERSTORM WATCHES AND WARNINGS

A “severe thunderstorm watch” is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm (damaging winds 58 miles per hour or more, or hail three-fourths of an inch in diameter—penny-sized—or greater) is likely to develop. This is the time to locate a safe place in a building, watch the sky and listen to the radio or television for more information.

A “severe thunderstorm warning” is issued when a severe thunderstorm has been sighted or indicated by weather radar. At this point, the danger is very serious and everyone should go to a safe place, turn on a battery-operated radio or television, and wait for the “all clear” by the authorities.

If indoors during a thunderstorm:

- Listen to a battery operated radio or television for the latest storm information.
- Do not handle any electrical equipment or telephones because lightning could follow the wire. Television sets are particularly dangerous at this time.
- Avoid bathtubs, water faucets, and sinks because metal pipes can transmit electricity.

If outdoors during a thunderstorm:

- Attempt to get into a building or car.

- If no structure is available, get to an open space and squat low to the ground as quickly as possible. (If in the woods, find an area protected by low clump of trees--never stand underneath a single large tree in the open.) Be aware of the potential for flooding in low-lying areas. Crouch with hands on knees and do not lie flat on the ground.
- Avoid tall structures such as towers, tall trees, fences, telephone lines, or power lines.
- Stay away from natural lightning rods such as golf clubs, tractors, fishing rods, bicycles, or camping equipment.
- Stay from rivers, lakes, or other bodies of water.

If in a car during a thunderstorm:

- Pull safely onto the shoulder of the road away from any trees that could fall on the vehicle.
- Stay in the car and turn on the emergency flashers until the heavy rains subside. Avoid flooded roadways.

IN THE EVENT OF AN EARTHQUAKE

Northern California is prone to earthquakes. If you are inside a building when an earthquake occurs, remember to “Duck, Cover, and Hold.”

1. DUCK down
2. Take COVER under a sturdy desk or table or against an interior wall.
3. HOLD this position until the earthquake is over.

During emergencies, tune to a local radio or television station for safety instructions and other official information or wait for school officials to give the “all clear.” If are away from the school, tune to a Korean-language news station. (The frequency and name of such stations are posted on bulletin boards at the school.)

FIRE EQUIPMENT

Tampering with any fire protection equipment, fire extinguishers or alarm systems is a violation of state law. Any pranks utilizing fire equipment or dangerously harmful substances may also be a violation of state law. Any person found to be in violation of these state laws may be subject to criminal fines and jail time. In addition to any potential prosecution resulting from the violation of these state laws, the OU may impose a fine or administer disciplinary action in accordance with the Student Conduct Code.

FIREWORKS

OU does not permit any member of the OU community to possess, store or fire fireworks anywhere on campus.

FIREARMS AND BOWS

OU does not permit any member of the OU community to fire firearms or bows anywhere on campus. If a student desires to store a firearm or bow, that resident must make a written request to the Dean of Students

for review and approval. (Request forms are available through the Registrar's Office; new students should request forms prior to moving onto campus.) Firearms or bows must not be brought onto campus prior to receiving formal approval to the request. OU requires that any firearm stored on campus must be stored unloaded and in a locking gun cabinet or equipped with a locking safety device designed to prevent the discharge of the firearm by unauthorized users. Violation of this policy may subject a student to fines or disciplinary action in accordance with the Student Conduct Code.

AIR GUNS

OU does not permit any member of the OU community to fire air guns of any type (e.g., pellet, BB, paintball) anywhere on campus. Air-guns may be stored on campus without prior approval, as long as they are stored unloaded, and away from the immediate proximity to children.

UNLAWFUL ENTRY

OU property is protected by an intrusion alarm system. The OU considers any forced or otherwise unlawful entry into any OU building or office a serious violation. As a result of violating the integrity of this security system or any unlawful entry into a locked building or office, the violator may be turned over to local authorities for prosecution. In addition to any potential prosecution by local authorities, the OU may impose a fine or disciplinary action in accordance with the Student Conduct Code.

BUILDINGS AND ROAD SIGNS

Any tampering with campus buildings or road signs poses a significant threat to the safety of people, in addition to the damage to property. Tampering with campus buildings or road signs may also be a violation of state law. Any person found to be in violation of these state laws might be subject to criminal fines and jail time. In addition to any potential prosecution resulting from the violation of these state laws, the OU may impose a fine, or administer disciplinary action in accordance with the Student Conduct Code.

IDENTIFICATION OF STRANGERS

All students are urged, for their own protection and for the protection of children and other community members, to politely ask any stranger on campus to identify him or herself. Visitors who are uncooperative should be reported immediately to a staff member who will monitor the situation.

SECURITY TIPS

1. Avoid walking alone at night and stay in well-lit areas.
2. Walk with a friend. It is less likely that something would happen if there are two of you.
3. Never hitchhike, regardless of the time of day.

4. Always lock rooms and automobiles when they are unoccupied.
5. Always make sure that your apartment, office, or classroom door is locked if you are working or studying late. Remember to never prop doors open for someone else.
6. If you find a door unlocked that should be locked, immediately report this problem to a staff member (Residence Director, Residence Assistant, Dean of Students).
7. Have your key ready to open your car door, especially at night. Your keys can be used as a defensive weapon.
8. Look inside your car before entering; also check vehicle for possible break-ins. Assailants sometimes hide in the back seat of a vehicle.
9. Do not give your name, address, or other personal information (e.g., Social Security Number, credit card numbers, driver's license numbers) to strangers, either online, on the phone, or in person.
10. Keep money and other valuables locked in a secure place. Money should never be left unattended even in your room or apartment.
11. Record the numbers of all credit cards and bank accounts. Also keep the phone numbers of these companies or banks so that they can be notified if cards are lost or stolen.

VEHICLE POLICY

This section describes the OU's policy regarding motor vehicles owned or operated by students.

REGISTRATION AND LICENSING

Students who have a vehicle on campus should register their vehicle at the time of enrollment. Students will also be asked to show proof of liability insurance on each vehicle titled in their name. These records will be kept in the Registrar's Office.

DRIVING ON CAMPUS

Please observe the following when driving on campus:

- Speed limits are posted and must be observed. Be alert and use caution when driving, especially in areas frequented by small children.
- Observe all yield and stop signs.
- Use caution when entering or leaving the campus. Look for traffic coming from the neighborhood above the OU whether driving onto the campus or leaving the campus. Failure to yield may subject the violator to traffic or criminal penalties. When driving in the parking lot, do not exceed five (5) miles per hour.

- Due to the proximity to the other building, your caution may be appreciated.

In addition to any potential prosecution resulting from unsafe driving, the OU may impose a fine, or administer disciplinary action in accordance with the Student Conduct Code. Driving a vehicle on campus is a privilege that may be revoked for any faculty member, staff member, or student who fails to observe posted speed limits, stop signs, or who fails to drive in a responsible manner.

PARKING

Vehicles must always be parked within marked parking spaces. Reserved parking has been designated for visitors and for the handicapped. Parking in a restricted space without permission is not permitted and may subject the violator to traffic or criminal penalties. Any vehicle parked on campus that is unlicensed or that is not in a roadworthy condition must be licensed, repaired or removed from campus within 30 days. If the vehicle is not removed, it may be towed at the owner's expense.

STUDENT MINISTRY

At OU, we believe that an education is not completed only by the acquisition of knowledge, but that a complete education also requires practical application. Therefore, involvement in ministry is a vital part of the education process at OU. Students at OU must satisfy specific ministry activities in order to fulfill their ministry requirements for graduation. For every 16 semester hours of coursework, you must pass one semester of student ministry. Thus, if you earn all of the credits in your bachelor's degree at OU, you'll need to pass eight semesters of student ministry.

Involvement in ministry at OU includes a variety of opportunities available through OU outreaches and service in a local church. The goal and passion for each student's role in ministry should be his or her service to the Body of Christ. To instill this passion and to develop strong sacrificial leaders, the Student Ministry Program stresses personal growth in the following areas:

- Development of strong commitment to the Body of Christ by active service in a local church;
- Development of Christ-like character traits that are necessary for a sacrificial leader in ministry; and
- Continual development of personal skills, gifts, and abilities in the work of the ministry.

Each student must participate in an acceptable ministry correlated with his or her specific program of study. To document this involvement, the student must complete a monthly student ministry report form and turn it in to the Director of Student Ministry by the first Friday of each month.

CAMPUS
RESOURCES AND
INFORMATION

LIBRARY

Student Ministry is evaluated on a pass/fail basis. The grade for the semester is based upon the student's reports, a self-evaluation, and an evaluation by a ministry supervisor. Students without transfer credit must pass Student Ministry for a minimum of eight semesters in order to qualify for graduation with a Bachelor's degree.

This section describes various resources available to students.

The Library is located in the building.

LIBRARY HOURS

The library will be open during the following hours:

Monday to Friday	9:00 A.M. to 5:00 P.M.
Saturday, Sunday & Holidays	Closed

The library will be closed all day Saturday and Sunday. The library is also closed during chapels and school holidays and has reduced hours during "break" weeks.

LIBRARY USE

Use of the library is a privilege given by the OU to students and spouses, faculty and staff members and spouses, alumni, pastors, and other residents of the community. Patrons who are not affiliated with OU may have a total of two books checked out at a time.

Students are encouraged to use the library for individual research and study purposes and are expected to maintain a quiet atmosphere conducive to study at all times. There is no public-use telephone available in the library.

Any person who wishes to use his or her personal computer in the library must obtain permission from the librarian prior to doing so. Certain restrictions will apply. In order to be granted permission for such use the user should ask to see the list of rules and be willing to comply with them.

Any person whose conduct in the library or treatment of the library collection or furnishings is not in accordance with library policies will be asked to leave the facility and may be subject to disciplinary action. Library privileges may be revoked for repeated offenses.

CHECK-OUT PROCEDURE

All library materials are to be checked out by the librarian at the circulation desk. The librarian will give the patron a printout of each item's due date.

REFERENCE COLLECTION

The reference collection is available for in-library use during regular library hours. The reference librarian is usually available at the circulation desk during library hours.

GENERAL COLLECTION

The general collection of books is found in the main room of the library. Books are arranged according to the Dewey Decimal system. The Dewey numbers for the books contained on each shelving unit are displayed at the end of those units.

Most of the books in the general collection may be checked out for a period of two weeks and may be renewed one time only. No person who has overdue books or unpaid fines may check out or renew materials.

A total of seven books (no more than four in any one subject area) may be checked out and held at any given time. Students may not check out materials for other students.

Some books (such as duplicate copies of reference works) are given a three-day checkout period. These restrictions are designated on the book spine.

A person may request that a "hold" be placed on any checked-out material so that he or she may check it out when it is returned.

RESERVED BOOKS

The librarian maintains a list of materials placed on reserve by faculty members. Time limitations for the use of these materials are determined by the faculty member and are posted with the materials at the circulation desk. Materials on reserve may not be renewed. A 24-hour waiting period is required before a student may recheck out the same material. There is a check out limit of one reserved book per course.

PERIODICALS

Magazines and newspapers may not be taken from the library. The current issues are on display in the circulation room and should be returned to the same location from which they were taken.

VERTICAL FILES

Non-book materials are available and are located in the vertical files in the reference room. These files cover a broad range of subjects and are arranged alphabetically. A subject index is located with them. Vertical files may be checked out for a three-day period as follows: up to ten articles per subject and a total of four subjects.

**AUDIO/VIDEO
RESOURCES**

A patron who uses videos, cassette tapes and compact discs must request at the circulation desk by call number. They are shelved behind the circulation desk. Videos, cassette tapes, and compact discs are

available only at the particular site in the Library. They cannot be allowed to take out of the library.

Everyone must sign in at the circulation desk before using a VCR or a cassette player at one of these audio-visual workstations. For exception, Audio/Video resources may be taken out of the Library by instructor's request for teaching. Follow the procedure used for books.

RETURNING BOOKS

All library materials should be returned by the due date assigned. A person who retains library materials past the due date or who has outstanding fines will have their checkout privilege rescinded until the material is returned and the fine is paid. A student who continues to have overdue materials may have their use of the library restricted. No student who has overdue material or an unpaid fine may take final exams.

A "book drop" is available in the library foyer to receive returned materials when the library is closed. If the student has incurred a fine, the fine may be placed in the "book drop" with the overdue item. Otherwise, all books are to be returned to the library circulation desk during regular library hours. A checked-out item may not be returned to any other school office or school staff member.

Fines are charged for all checked-out library materials that are not returned by the due date according to the number of days the material is overdue. The fine is to be paid at the time the item is returned. When the material is returned, the fine stops accruing. However, if the fine is not paid when the item is returned, the student loses check-out privileges until the fine is paid. If a book is lost, it is the responsibility of the student to inform the librarian. As soon as the book is reported as lost the fine stops accruing.

LIBRARY FINES

- General Collection 0.25 per day
- Vertical file (per subject) 0.25 per day
- CDs, records 0.25 per day
- Reserve Material 1.00 per day

A fine accrues to a maximum charge equal to the current cost of the item, except for the reserve books. The fine accrues until the reserve book is returned with no maximum charge. While overdue notices are typically sent to students as a courtesy, it is the student's responsibility to return materials on time and to pay the fine whether or not a notice is received.

LOST OR DAMAGED MATERIALS

A patron who damages library materials will be charged for the repair of these materials. If a student sees that the material has been damaged in some way, he or she should inform the librarian prior to check-out.

	<p>Students will be held responsible for replacing and processing costs for borrowed materials that are lost or not returned by the end of the semester.</p>
<p>PHOTOCOPIER</p>	<p>A photocopier is located in the library. If the photocopier is not working properly, students should not attempt to make adjustments but should ask the librarian for assistance.</p> <p>Note: It is a violation of Federal copyright laws to copy some materials. Each individual is responsible for ensuring that their copies do not infringe on the copyright holder's rights.</p>
<p>ACADEMIC COMPUTER LAB</p>	<p>A computer lab is available in the library. Paper will be furnished to users within reason. Users must provide their own diskettes.</p>
<p>HOURS</p>	<p>The academic computer lab will be open during library's normal hours of operation. Please note that faculty members may reserve the lab for special classes during the academic day. If you come to the lab and find a class in session, you're welcome to enter quietly and use any open workstation. You may also return later when the class is over.</p> <p>A list of available programs is available at the circulation desk.</p>
<p>USE POLICIES</p>	<ul style="list-style-type: none"> • Use is limited to faculty and staff members, enrolled students, and spouses. • No food or drink is allowed in the room. • Music is not to be played without the use of headphones. • The lab, like the rest of the library, is a place of study— please maintain low levels of noise. • No downloading of programs, music, games, or screensavers. • The front center computer is not to be used by anyone other than a member of the faculty or staff. • When other patrons are waiting for the computer, please observe a 30-minute limit on using a computer. <p>If a faculty or library staff member indicates that computer use, noise level, or behavior is inappropriate, please comply with the first request. Faculty and library staff members are authorized to ask someone to leave the lab, after which access to the lab would be denied for a period of time to be determined by the Dean of Academics.</p>
<p>INTERNET USE</p>	<p>There is a great deal of content on the Internet that is not edifying and can become a point of real bondage. Students are strongly encouraged to establish safeguards that will protect them while using the Internet. When using your personal computer consider installing an application</p>

designed to filter Internet access, and leaving your room door open while logged on to the Internet. Those who struggle with issues related to Internet use may consider limiting their use to the Computer Lab, which is a more public environment. The strongest safeguard is to establish relationships of accountability with trusted friends and spiritual leaders. Those who violate pornography or entertainment policies while using the Internet will be subject to disciplinary action in accordance with the Student Conduct Code.

FACILITIES

REQUEST FOR USE OF FACILITIES

The OU facilities exist for the students' benefit and use. Therefore, the facilities are always to be used in a manner that best serves the students. Any special use of an OU facility must be approved by the President's office at least two weeks in advance. Forms to request the use of facilities are available at the receptionist's office.

FACILITIES GUIDELINES

No unauthorized person is to set or tamper with alarms, clocks, or thermostats. Screens are never to be removed from windows. Cooperation in the conservation of water, heat, and electricity is everyone's concern. An Energy Maintenance System (EMS) is in operation to control heating and cooling.

Emergencies related to facilities must be immediately reported to the receptionist or (in the case of apartments or Residence Halls) the Residence Director. Maintenance request forms for non-emergency repairs are available at the receptionist's office.

After using any facility, please ensure the room is clean and that trash is disposed of following the use of any room.

EQUIPMENT

OU equipment may be loaned to students only if the equipment is to be used in the performance of an approved college related activity. OU equipment will not be loaned or rented to individuals other than students, faculty members, or staff members. No equipment belonging to the OU may be used without the permission of the President's office.

COMPUTER CARRY

OU is to make official announcement about computer-carry policy. If required by class instructor, students are to carry his or her computer to use it as their learning resources. OU campus is equipped with wi-fi for student to use and to get connected with internet. OU has extra computers in library for student use.

KEYS

From time to time the OU may issue keys to students in connection with an OU function. Students may not have any unauthorized key to any OU facility in their possession. Authorized keys are to be returned immediately upon completion of the assigned function.

INSURANCE

HEALTH INSURANCE

This section describes the OU's insurance recommendations and requirements.

The OU does not provide coverage for health care, either for illness or in the case of an accident.

The OU is covered under an Accident Insurance for activities policy. This policy is secondary to any other applicable individual or group insurance. This policy covers those taking part in an OU-sponsored and supervised activity, including scheduled and non-scheduled sports. Coverage is extended only while on the OU campus. This policy does not cover any disability, medical problems, or illness other than those caused by injury or accident. Please contact the Business Office if you would like details of this policy.

The OU strongly recommends that all students maintain personal health insurance. The proof of health insurance should be submitted when students register each semester. Students who already have insurance through their parents, spouse, or work are advised to be aware of their own coverage regulations and benefits. Some parents' health plans will only provide coverage if the student receives medical attention in the immediate vicinity of the parents' residence. The OU encourages students to bring all pertinent insurance information with them to school (e.g., name and phone number of insurance company, group number, policy number, parents' social security numbers).

POLICY ON FRAUD, ABUSE AND STUDENT TRANSPARENCY

Integrity and Transparency in Communications with Students

1. Purpose

This policy establishes Caroline University's commitment to ethical practices in all operations and ensures that students are provided with accurate, honest, and transparent information. The institution strictly prohibits any form of fraud, abuse, misrepresentation, or deceptive practices in all student-related interactions and documentation.

2. Policy Statement

Caroline University does not and will not engage in any practices, procedures, or conduct that constitutes fraud, abuse, or intentional deception of students. The institution is committed to full transparency and accuracy in all materials, communications, and representations made to prospective, current, and former students.

3. Scope

This policy applies to all employees, faculty, administrators, contractors, and representatives of Caroline University, including those involved in admissions, financial aid, marketing, advising, enrollment, and student support services.

4. Prohibited Conduct

Under this policy, prohibited actions include, but are not limited to:

- Providing false or misleading information about program costs, job placement rates, graduation rates, accreditation status, or credit transferability.
- Falsifying records, transcripts, or student information.
- Misrepresenting eligibility or terms of financial aid, scholarships, or other funding sources.
- Using high-pressure or deceptive recruitment tactics.
- Concealing or omitting material facts relevant to student decisions.

5. Compliance and Reporting

All institutional personnel are required to report suspected fraud, abuse, or deception. Reports can be made confidentially to the Office of Compliance: compliance@caroline.edu

Retaliation against individuals who report in good faith is strictly prohibited.

6. Training and Awareness

All employees will receive regular training on ethical standards, compliance obligations, and proper communication practices related to student information and institutional representation.

7. Enforcement

Violations of this policy may result in disciplinary action, up to and including termination, and may be referred to legal authorities if necessary. The institution will take corrective actions to remedy any harm caused by violations.

8. Review and Updates

This policy will be reviewed annually and updated as needed to ensure alignment with federal and state regulations, accreditation requirements, and institutional standards.