



Welcome to the 2010-2011
Academic Year

We are pleased that you chose MACU as your place of spiritual, mental, and physical preparation. You are part of a gathering of people committed to addressing this world's challenges.

Media repeatedly reminds us that we are facing challenges—economic ones, environmental ones, challenges to world peace, and many relational crises. Some look to the future as hopeless and to the problems we face as unfixable.

On the other hand, the challenges before us give us opportunities to demonstrate our faith in a God who can change nations by changing people. Dr. Martin Luther King Jr. said, "The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy." (*Strength to Love*, 1963).

These future challenges are your opportunity, your stage upon which you will give your greatest witness and display your greatest work. You will become a world-changer as you apply yourself to character building and avail yourself of the educational opportunities that await you. You carry the potential to be a great problem-solver, a great innovator, and a great leader.

We stand ready to prepare and equip you for this God-appointed leadership! We have prayed for your arrival. We have prepared for your studies. We have installed the technology to facilitate learning. This year's chapels will be inspirational as you deepen your relationship with Jesus Christ.

After completing this year, you will never consider your future as being insignificant. You will see yourself as a world-changer! This is our goal for every one of our students!

John Fozard, Ph.D.
MACU President

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About Mid-America Christian University

Mission statement of MACU

Mid-America Christian University (MACU) equips students to impact their world for Christ through achieving Bible-based academic excellence in a Christian environment, so that students professionally serve in their chosen vocation/ministry.

Core Values of MACU

WESLEYAN-ARMINIAN: We are faithful to the heritage of the Church of God Reformation Movement and to the Wesleyan-Arminian interpretation of Scripture.

MISSIONARY: Christian higher education encompasses evangelism and discipleship of our constituencies so that graduates are prepared to fulfill the Great Commission.

CHANGE-AGENTS: We prepare Christian leaders to bring about positive social change by sharing their Christian faith, demonstrating ethical character in their vocation, and being actively engaged in community leadership.

HOLISTIC: Our educational system is designed to develop the whole person, spirit, soul, and body.

DIVERSITY: We are committed to being a redemptive community that respects racial, gender, and cultural diversity.

LIFELONG LEARNERS: We are engaged in experiences and programs that encourage lifelong learning.

RELEVANCY: We provide relevant curriculum established upon biblical principles, best practices, and rigorous standards.

STEWARDSHIP: We practice faithful stewardship of God-given resources to ensure they are employed for maximum efficiency.

INNOVATION: We utilize innovative methods to make Christian higher education accessible.

History of the University

September 14, 1953, marked the opening of South Texas Bible Institute in Houston, Texas, under the leadership of Dr. Max R. Gaulke, using the facilities of First Church of God. The State of Texas chartered the institution and recognized it as an institution of higher education. The first class began with twenty-six students. In the fall of 1955 the curriculum was expanded to that of a four-year college and the name was changed to Gulf-Coast Bible College.

In 1966, Gulf-Coast Bible College became an associate member of the American Association of Bible Colleges. Full membership was granted in 1968. The Southern Association of Colleges and Schools, the regional accrediting association, granted full accreditation in 1978.

In June of 1968, Gulf-Coast Bible College became a general agency of the Church of God, Anderson, Indiana. As a result of the action by the General Assembly, the college was granted representation on the Executive Council of the Church of God and full membership on the Commission on Higher Education of the Church of God.

In the summer of 1985, Gulf-Coast Bible College moved to Oklahoma City, Oklahoma, and became Mid-America Bible College. Moving to Oklahoma City placed the College under a new regional accreditation body, the Higher Learning Commission of the North Central Association of Colleges and Schools. In 2003, the college became Mid-America Christian University.

Since its inception, the university has had four presidents. Dr. Gaulke, the university's founder, served as president of the university for twenty-two years until he retired. At that time, Dr. John W. Conley became president and served the university for fourteen years. In 1989, Dr. Forrest Robinson succeeded as president of Mid-America Bible College until his retirement in the summer of 1999. The General Assembly of the Church of God ratified the university's fourth president in June of 1999, Dr. John D. Fozard. In May 2003 Mid-America Bible College was renamed Mid-America Christian University.

History of the Seal

Mid-America Christian University's seal visually expresses our Mission Statement.

Seal's shape – The circle has long stood as a symbol of something that is without end. Our God is eternal and His holiness knows no end. He is the Alpha and the Omega, the first and the last, the beginning and the end. The dynamic life He offers us, through faith in Jesus Christ, is eternal life, as well.

Red color – Red reminds us of the crimson blood of Jesus Christ, shed for the forgiveness of our sins. Red has often symbolized 'sacrifice.' The seal's color calls us to be Christ-like in our passion and commitment to doing God's will. Jesus is our example: "For even the Son of Man did not come to be served, but to serve, and to give His life a ransom for many." (Mark 10:45)

Gold color – Gold is a metal, which comes from a refining and purifying process. Scripture reminds us that God shapes us, molds us, and refines our life into the image of His Son, Jesus Christ our Savior. This color describes holiness, a life which has been purged of self-centeredness to become Christ-centered and Spirit-controlled.

Cross – The cross symbolizes the redemptive love of God in giving his Son as the sacrifice for our sins. The cross is centered within the seal, reminding us that to have acquired knowledge without ever knowing and believing in Jesus Christ is the greatest of tragedies. Likewise, the cross reminds us that campus life occurs within a Christian environment.

World – These lines, forming a globe, remind us of our Lord's Great Commission found in Matthew 28:19-20. MACU students prepare to impact their world for Christ. God calls us to be 'world-changers.'

Open Book – In one sense, the open book represents the textbooks, which will assist one's learning experience. Ultimately, the open book reminds us that 'Truth' was embodied in the person of Jesus Christ as revealed in the Bible. MACU students are prepared to professionally serve in their vocations through achieving Bible-based academic excellence.

Branches – Even in ancient days, the laurel branch symbolized meritorious service and achievement. A crown of laurel often adorned the head of a champion or victor. Receiving a college degree is quite an accomplishment. However, blend academic achievement with the spirit of Christian service! These branches also resemble heads of ripened grain. Our Lord reminds us that He has blessed us to be a blessing. We are to be "on mission" for Jesus Christ. Jesus said, "Behold, I say to you, lift up your eyes, and look on the fields, that they are white for harvest." (John 4:35)



MASCOT: EVANGELS

History of the Evangels – The mascot, the Evangels, was selected by the Student Body several years ago.

The name Evangel comes from the term Evangelist which is:

- Any one of the authors of the four New Testament gospel books: Matthew, Mark, Luke, or John.
- One who practices evangelism, especially a Protestant preacher or missionary.



The Evangelist has been seen as a spreader of good news. As our students go into the world to their chosen vocation/ministry, they spread the good news of the gospel of Christ.

The basis for the idea of a warrior as a soldier of the cross comes from Ephesians 6:10-17:

"10 Finally, be strong in the Lord and in his mighty power. 11Put on the full armor of God so that you can take your stand against the devil's schemes. 12 For our struggle is not against flesh and blood, but against the rulers, against the authorities, against the powers of this dark world and against the spiritual forces of evil in the heavenly realms. 13Therefore put on the full armor of God, so that when the day of evil comes, you may be able to stand your ground, and after you have done everything, to stand. 14Stand firm then, with the belt of truth buckled around your waist, with the breastplate of righteousness in place, 15and with your feet fitted with the readiness that comes from the gospel of peace. 16In addition to all this, take up the shield of faith, with which you can extinguish all the flaming arrows of the evil one. 17Take the helmet of salvation and the sword of the Spirit, which is the word of God." (NIV)

The Evangel wears the Armor of God as a symbol of our spiritual victory in Christ. Through these armor elements Christ has given us, we can demonstrate our relationship with Him. We can be strong in the Lord. The power of Christ is given to us through the presence of the Holy Spirit in our lives. We must take up each part of the armor so we may courageously and confidently stand for Christ. To leave off any part of it is to invite defeat in the spiritual conflict against the "devil's schemes." The armor serves the Evangel as both offensive and defensive equipment. Each piece of the armor is depicted in the full body icon of the Evangel. The typical view of the Evangel does not show all of the elements of the Armor of God.

Important Phone Numbers

Mid-America Christian University

(switchboard) (405) 691-3800

VP Academic Affairs:	692-3177
Athletics Office:	692-3139
Business Office:	692-3192
Faculty Secretary:	692-3271
Financial Aid:	692-3237
Library:	692-3174
Registrar's Office:	692-3175
Bookstore:	692-3187
Technology:	692-3293

Student Life Numbers

Dean of Student Life:	692-3275
Administrative Assistant	692-3242
Campus Ministries:	692-3270
Campus Police Office:	692-3287
Campus Police Cell Phone:.....	694-5242*
Campus Pastor:.....	692-3195
Coordinator of Student Leadership/Activities:	692-3284
Coordinator of Academic Success:	692-3259
Men's Residence Director:	692-3193
Women's Residence Director:	692-3247

To access any of the above numbers from within the campus, dial the last four digits.

*Dial the entire number to reach the cell phone.

Academics

A student seeking a degree at Mid-America Christian University must complete all requirements for the degree according to those specified in the catalog of the year in which that student enrolls or by the provisions of the current student catalog at the time of his or her application for graduation. The current catalog is located on the Internet at http://www.macu.edu/undergraduate/academics/files/catalog_full.pdf. The catalog year is considered to begin with the summer semester. Mid-America Christian University (MACU) reserves the right to make any necessary changes in graduation requirements; however, a student may graduate according to the requirements of the program under which he or she enrolled, provided that the program is not dated prior to the previous six (6) years. Minimum requirements for a degree program are specified in the current catalog.

Class Attendance

Every student is expected to attend all class sessions of a course in order that he or she may gain better mastery of the subject as well as participate and interact with students. Acceptable absences for all courses are decided by the faculty and are to be stated in the syllabus for each course. For further information on the attendance policy, visit our catalog at http://www.macu.edu/undergraduate/academics/files/catalog_full.pdf.

The Academic Appeals Committee reviews any academic issue, including absences, that students or faculty wish to appeal. Appeals are to be in writing and submitted to the Office of the Registrar.

Class Conduct

All students are expected to conduct themselves in a professional and courteous manner both in and out of the classroom. This conduct includes being prompt to all class sessions and being prepared. Classroom discipline is left to the discretion of the instructor. Extreme disciplinary problems may be referred to the appropriate administration.

Class Standing

A student's class standing is dependent on the total number of academic credit hours that student has earned. Classifications are based upon the following scale:

1.	Freshman	0-24 credit hours
2.	Sophomore	25-48 credit hours
3.	Junior	49-73 credit hours
4.	Senior	74+ credit hours

Enrollment

Registration

Students may register for the upcoming semester once the schedule is posted, as long as their student account is in good standing. A student in good standing may register for classes by picking up a **Schedule** and a **Registration Form** outside of the Registrar's office. After consulting with his or her academic advisor and acquiring the appropriate signature, the student must then receive the approval of the Financial Aid Office and the Registrar's Office before finally submitting his or her registration to the Business Office.

Late Registration Fee

Students who register for the upcoming semester after graduation of the current semester, will be assessed a late registration fee of \$150.

Change in Registration (Adding/dropping a class)

Students wishing to change their registration after they have completed the registration process should contact the Registrar's Office. Students may add classes during the first

week of a semester. The last day to drop a class in any semester is two (2) weeks prior to the last day of classroom instruction.

Withdrawal

If for any reason a student must withdraw from the university during the course of the semester, that student should follow the prescribed withdrawal procedure in order to protect his status and leave in the best possible position in respect to future registration at this or another institution. In order to withdraw from the university, a student must obtain a "Change of Registration" form from the Registrar's Office and discuss with the Registrar the proper procedure for completing the total withdrawal. On-campus students must notify the Office of Student Life immediately upon withdrawal.

A student who interrupts his or her studies at the university for two (2) or more consecutive semesters before completing his degree objective will be subject to the requirements of the current catalog at the time of his return. Traditional degree-seeking students are required to take a minimum of six (6) credit hours each semester and complete their chosen degree programs within six years of their initial enrollment. After an official academic withdrawal, students may receive an institutional refund of tuition and fees.

Refund Policy

The institutional refund schedule based on the date of withdrawal is as follows:

- | | |
|---------------------------|------|
| o First week of semester | 100% |
| o Second week of semester | 90% |
| o Third week of semester | 75% |
| o Fourth week of semester | 50% |
| o Fifth week of semester | 25% |

There are no refunds after the fifth week of the semester.

Students wishing to receive a refund upon withdrawal must contact the Business Office where a refund amount will be determined after a review of the student's account and applicable policies regarding refunds. Please Note: In some situations, other refund policies may require calculation and application. For further information, please contact the Financial Aid Office at 692-3282.

Student Accounts

Students who prefer not to pay semester charges in full at the beginning of the semester are expected to enroll with FACTS Management Company. FACTS offers assistance to students requesting a payment plan

All accounts that are 60 days past due will be assessed a 1% (12% APR) finance charge per month on any outstanding balance with the university. For traditional students, this finance charge will be added starting in October for the fall semester and in March for the spring semester. The university also reserves the right to share delinquent account information with any appropriate companies aiding in the collection of delinquent accounts.

According to federal regulations, all students who are going to graduate or are not planning to return for the following semester and who have received a student loan at any time must complete an exit interview with the Financial Aid Office. For more detailed financial aid information, please refer to a current university catalog on the Internet or the Financial Aid Consumer Information Guide.

Final Examinations

Final examinations are to be taken at the assigned time, as arranged by the Vice President for Academic Affairs.

Graduation

All candidates for a degree are required to submit an application for graduation at the time of registration for the semester prior to the anticipated semester of graduation. The Degrees Committee will then review the student's transcripts and make necessary recommendations and/or approve the application for graduation. No student will be classified as a graduating senior or placed on the prospective graduate list until the application for graduation is on file in the Registrar's Office. Once approved, the application for graduation constitutes a formal agreement between the student and the institution regarding the completion of degree requirements.

Scholastic Achievement

Unless otherwise specified in the course syllabus, when grades are calculated on a percentage basis and not on a curve, the following scale evaluates them:

- 93% to 100% = A = 4.00 grade points
- 84% to 92% = B = 3.00 grade points
- 70% to 83% = C = 2.00 grade points
- 62% to 69% = D = 1.00 grade points
- 61% or below = F = no grade points earned

General Policies

Mid-America Christian University adheres to specific convictions with regards to the life of the university community and has set a high standard of living for the members. This standard is designed to guide individuals in the development of a pure and Godly life, not restrict the lives of those who follow it. These behavioral standards are derived from Scripture, exercise sensitivity to the heritage and practices of the Christian faith, and are for the benefit of the university community. It is our hope that each individual of the MACU community will achieve the following through God's help:

- Honest Community – not hiding from oneself or others
- Personal Growth – spiritual, emotional maturity, self-worth
- Campus Safety – physically, emotionally, socially safe
- Student Success – striving toward personal excellence
- Practical Relevance – significant life application

Students enrolled at MACU willingly become members of a community who submit their lives to the guidance and accountability of the triune God, as He has revealed Himself in scripture and works through those He places in authority. As a community of believers, we work to hold each other accountable as we follow the teachings of Christ. Titus 3:1-2 instructs us to "Remind them to be submissive to rulers and authorities, to obey, to be ready for every good work, ² to slander no one, to avoid fighting, and to be kind, always showing gentleness to all people."

With this scripture in mind, MACU has developed a Lifestyle Covenant for its students. This covenant reminds us of our responsibilities and holds us accountable to our beliefs. The responsibilities and expectations are as follows:

- Be honest; avoid deceit, cheating, or fraud on any level.
- Use wholesome language that is respectful of others; abstain from profanity and vulgarity.
- Live with biblical sexual integrity. Avoid media and behavior that cheapen or degrade human sexuality. Abstain from pornography, premarital sex, extramarital sex, immoral heterosexual activity, homosexual activities, or any form of deviant sexual behavior or cohabitation.
- Abstain from the use or possession of tobacco, alcohol, and drugs.
- Avoid inappropriate and immodest dress.

While it is understood that not every person holds to these convictions, students are expected to understand why these regulations are in place. 1 Peter 2:12 states "Conduct yourselves honorably among the Gentiles, so that in a case where they speak against you as those who do evil, they may, by observing your good works, glorify God in a day of visitation."

MACU recognizes that there are individuals who do not understand all of these convictions and standards; individuals are encouraged to discuss and evaluate these convictions and standards with faculty/staff/administration in such a way that it is edifying to the individual, the university, and the body of Christ so that each person may grow in his or her personal maturity: mentally, physically, emotionally, and spiritually. All students will be held accountable for these convictions.

Academic Integrity

MACU views the accomplishments of a student in the classroom with high regards. It is the goal of the institution that each student will achieve "Bible-based academic excellence," which only occurs when a student completes his or her own work. Therefore, work that is accomplished through academic dishonesty is not acceptable. Cheating, aiding in cheating, and plagiarism are all considered to be dishonest and will

not be tolerated at MACU. Further explanation of cheating and plagiarism is provided in course syllabi and in the university catalog.

Alcohol, Drugs, & Tobacco

MACU considers the possession and/or use of alcoholic beverages, illegal drugs, tobacco products, and the attendance of establishments that exist primarily for the sale and/or distribution of these products as being contradictory to the Christian life. Because of this conviction, the Drug-Free Workplace Act of 1988, and the Drug-Free School and Communities Act Amendment of 1989, the possession, distribution, and/or use of alcoholic beverages, any controlled substance or illicit drug, or tobacco product on University property or at any University event or activity is prohibited.

Students in possession or exhibiting the effects of alcohol, illegal drugs, and/or tobacco products will be subject to disciplinary action.

In addition to the use of the above products, MACU regards the display of paraphernalia representing alcohol, drugs, and/or tobacco as incongruent with the university's policy. Any student who chooses to engage in the use of alcohol, tobacco or illegal drugs is subject to disciplinary action.

Amnesty Policy

At MACU, efforts are made to assist students who are struggling in areas that violate the Lifestyle Covenant and behavioral expectations of the university community. Such areas might include un-wed pregnancy, drugs, alcohol, pornography, physical relationships, and sexual identity. Knowing that many students struggling with these types of issues may be fearful of asking for help because of the potential consequences, we have set in place an amnesty policy. This policy allows students to be held accountable for such behaviors without going through the discipline process. Those who seek help from Student Life will be given assistance in an appropriate manner. Through the Amnesty Policy, you can admit your struggles, accept accountability for them, and receive the help and support you need to work through your issues. Students seeking amnesty will be required to sign a behavioral contract and/or to seek professional help. Students desiring amnesty must initiate contact with a Student Life staff member. Students intending to seek a shelter from punishment will not be considered for amnesty. Contact the Office of Student Life at (405) 692-3242.

Appearance and Dress Code

It is expected that members of the MACU community will be mindful of their overall appearance and will dress modestly and appropriately. With fashion constantly changing the following are general guidelines that are to be followed:

- Wear clothing that covers the stomach region and lower back
- Shorts and skirts should reach the mid-thigh.
- Tank tops must be modest and at least two inches wide at the shoulder.
- Ball caps, hats, and other head coverings must be removed when entering the Chapel.
- Clothing serving as undergarments should be covered by outerwear.
- Clothing that displays slogans or images that promote sexuality, discrimination, alcohol, illegal drugs, tobacco, or are generally offensive should not be worn at any time.
- Footwear must be worn at all times in the main building.
- MACU does not allow facial or tongue piercings for students while in a role officially representing the university such as, but not limited to: RA's, Student Government Association (SGA) officers, athletes, students performing in music groups and worship or camp teams. Representation of MACU begins when a student leaves the campus for an officially sponsored event. RAs and SGA

officers serve as student leaders whether on or off campus and therefore may not have facial or tongue piercings at any time.

- MACU officials shall determine whether a student's attire or jewelry is immodest or inappropriate. If deemed immodest or inappropriate, the student will be required to conform to the Appearance and Dress Code and will be subject to disciplinary actions.

Bulletin Boards and Announcements

Students or student organizations may need to publicize an upcoming event to the entire MACU community. In order to accommodate flyers or other announcements, approved bulletin boards and windows may be used to post a flyer or announcement provided the flyer or announcement has been approved with a signature by the Office of Student Life or the person responsible for the bulletin board. Flyers and signs are not to be hung directly on the wall. Any exceptions must be acceptable to the Office of Student Life and the Director of Maintenance.

Computer and Internet Acceptable Use Policy/Guidelines

Access to computer systems and networks owned or operated by MACU is a privilege, not a right, and entails adherence to University policies, the Honor Code, and federal, state, and local laws. By activating your network connection, wireless or hard wired, you are assuming compliance with the following requirements for using MACU's network. Network-connected computers must meet the Acceptable Use Guidelines published by the Office of Information Technology. Acceptable use requires responsibility and ethical behavior with respect for intellectual property, ownership of data, system security, and individuals' rights to privacy. Intimidation, harassment, and unwarranted annoyance of others over the network are not permitted. The following are guidelines for using MACU's network and resources and may be changed at any time by the Office of Information Technology. For a copy of the most recent Acceptable Use Policy/Guidelines visit the Chief Information Officer or my.macu.edu.

- Students are not permitted to install and/or utilize their own network services, wireless access points, network switches, or hubs in the residence halls, main campus, or parking lot without approval from the Chief Information Officer.
- Students must use computer resources for authorized purposes only.
- Creating, modifying, executing, reverse engineering, or retransmitting any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of, a Computer Resource or Software is prohibited.
- Communicating any information concerning any password, personal identification number or other confidential information without the permission of its owner is prohibited.
- Do not attempt to circumvent or otherwise subvert system and network security measures.
- Do not inhibit or interfere with the use of the network or computing resources by others.
- Only legal versions of copyrighted software in compliance with vendor license requirements are allowed.
- Do not make illegal copies of copyrighted software, music, or movies.
- Do not store or transmit illegal software using MACU's computer systems or network.
- Do not engage in any activity that may in any way be harmful to computer systems, hardware or software regardless of ownership. This includes propagating viruses, disrupting services, or damaging files.
- Do not communicate any credit card number or other financial account number without the permission of its owner.

- Do not use computer resources in a manner inconsistent with the University's contractual obligations to suppliers of computer resources or with any published University policy.
- Be considerate in your use of shared resources. Do not monopolize or overload the computer systems. In addition, access priority is given to individuals needing to complete academic assignments.
- Do not use the University systems and networks for commercial or political purposes, such as using electronic mail to circulate advertising for products or for political candidates. This includes money-making activities for personal gain.
- Do not use electronic mail, blogging, social networking, or messaging services to harass, intimidate, or otherwise annoy another person.
- Do not access or intentionally destroy files, software, or licensed software on a computer resource without the permission of the owner of such files, software, or licensed software or the controlling authority of the computing resource or facility.
- Creating, modifying, executing, or retransmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as Messages, including, but not limited to, forgery of Messages and/or alteration of system and/or user data used to identify the sender of messages is prohibited.
- Do not violate any laws or participate in the commission or furtherance of any crime or other unlawful or improper purpose; and/or conduct any commercial venture through MACU's network, including registration, hosting, or administrative contact (e-mail, US mail, telephone, or campus meetings) unless otherwise specified by MACU policies.
- All file sharing programs and peer-to-peer networks are strictly prohibited, including but not limited to Kazaa, Bearshare, Imesh, Limewire and BitTorrent.
- Do not take part in any activity that does not comply with the student handbook guidelines. All computer use must conform to the spirit of these guidelines.
- Do not obtain access to files or personal accounts of others unless authorized.

MACU considers violations of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on systems allegedly related to unacceptable use.

Computer Connections in Residence Halls

MACU provides a single 100-baseT Ethernet connection for each student in a dorm or room. Each connection may only be used by a single computer. Consequently, the connection of printers, and network hubs, switches and routers to Ethernet jacks are not permitted without approval of the Chief Information Officer. Any hardware implemented to extend the topology of our network is not permitted.

Before connecting to the MACU network, you must have an active virus protection program that has a subscription for updates for the time period for which the computer will be on-campus. The virus protection should also be configured to perform updates automatically. If a computer is found to have an inactive subscription or no virus software at all, the computer will be removed from the network and the University will assess a \$75 charge. Free software that protects against spyware is advisable, such as Ad-aware or Spybot.

Under the authority of the Residence Life section of the Student Handbook (p. 29), the Dean of Student Life may authorize that a search be conducted on a personal computer suspected to be in violation of the Computer and Internet Acceptable Use Policy/Guidelines. Technology staff may be authorized to assist the staff of Student

Services by accompanying them and conducting the search of a student computer in accordance with this policy. By connecting to the wireless network on campus, the student authorizes MACU Technology or Student Services staff to search and modify their personal computers at any time without prior notice or approval.

Enforcement

Each student bears full responsibility for his/her actions as they relate to the use of MACU network resources or any electronic media. Discipline for all infractions of the Acceptable Use Policy will be under the direction of Student Life. Violations of this Policy will be adjudicated, as deemed appropriate, and may include, but not limited to, the following:

- Loss of computing privileges.
- Disconnection from the network.
- MACU judicial board action.
- Prosecution under applicable civil or criminal laws.
- Appropriate fines as determined by the Office of Student Life along with any costs incurred by the Office of Information Technology to correct problems caused by the student.
- All legal consequences involving the use/misuse of the MACU network or equipment lie solely with the user.
- The cost of damages caused by any student(s) will be born solely by the student(s) responsible individually; they shall not hold the University responsible in any way for their use/misuse of the network whatever the ramifications of that use/misuse.

Disturbing the Peace & Destruction of Property

Whenever a student, student organization, or group of students disturb, damage, destroy, deface, or remove the property or operations of the university without permission, all involved parties will be subject to appropriate discipline from the university and civil authorities where applicable.

Entertainment

The community of Mid-America Christian University seeks to encourage personal growth and spiritual maturity. Media that dishonors community values is discouraged. MACU community members are encouraged to utilize critical thinking and scriptural principles as they choose their entertainment. Student Life reserves the right to make judgments concerning which entertainment may be prohibited. Material that is deemed inappropriate or prohibited may be confiscated or the student will be asked to remove the object(s) from campus.

Falsification of Information

Any student who participates in forgery, unauthorized alteration, unauthorized use of any university document or instrument of identification, and/or intentionally lying or providing false information, written or oral, to university officials will be subject to disciplinary action.

Harassment and Discrimination

MACU is committed to maintaining a humane atmosphere where race, color, gender, age, national origin, marital status, and cognitive or physical disability are not disparaged. The university will not tolerate language or behavior directed against particular persons or groups the intent of which is to degrade, humiliate, embarrass, frighten, or otherwise dehumanize. Students who violate this policy may be subject to immediate suspension or expulsion.

Health Insurance

At the time of enrollment each year, students are required to sign a waiver of medical responsibility. This waiver states that the student is covered by either personal or parental medical insurance and is solely responsible for any medical expenses incurred while a student at MACU.

Students who have no medical coverage may obtain coverage through a student health insurance program (enrollment forms are available in the Student Life Office). Students utilizing this insurance program will be billed directly by the insuring company, and payment of all premiums is the responsibility of the student.

Language

The Scriptures remind Christians to encourage each other in all that is said or done; therefore, inappropriate language, vulgarity, slanderous statements, gossip, profane expressions, using God's name in vain, obscene jokes, discrimination, and/or sexual innuendos are not acceptable. Students who violate this policy may be subject to disciplinary action. *"You must rid yourselves of all such things as these: anger, malice, slander, and filthy language from your lips." Colossians 3:8 (NIV)*

Occult Practices

Possession of occult paraphernalia and/or the practice of occult or satanic rituals are a clear violation of biblical principles and are expressly forbidden at MACU. Students who violate this policy may be subject to disciplinary action.

Off-Campus Status

Individuals granted enrollment at MACU are students and thereby agree to support and abide within the MACU community standards of conduct whether their physical presence is on or off campus.

Unmarried students who are enrolled in an excess of eight credit hours and not living with their parents (not more than 50 miles from the MACU main campus) are required to live on campus until they are at least 21 years of age (*except for graduating seniors*). Students living off campus must have an affidavit signed by their parents noting that they are living at home.

Personal Electronic Devices

We ask that, as a courtesy to the campus community, all cell phones, mp3 players, and similar electronic devices are silenced and/or turned off and not used during all classes and chapel. Please check your syllabi for the specific consequences associated with personal electronic devices in the classroom. Devices that are used during chapel will be confiscated and/or the student may be asked to leave.

Physical and Emotional Harm

At MACU, the sanctity of human life is of extreme importance; therefore, any attempts and/or actions that cause or place one's self or others in the way of physical or emotional harm will not be tolerated. Students who exhibit suicidal behavior may be required to enter off-campus observation and/or counseling to ensure personal safety. Additionally, in situations involving a suicidal or homicidal student, the Campus Police will be in charge of the response protocol in cooperation with the Office of Student Life. Students who violate this policy may be subject to the discipline process.

Pornography

The utilization and proliferation of media that represents and/or presents an individual(s) in a sexual context is considered to be contradictory to the Christian lifestyle and therefore for the behavioral expectations of MACU community members. Individuals who are found to be viewing, in possession of, subscribing to, and/or distributing material that is pornographic will face immediate action by university officials.

Public Displays of Affection

MACU recognizes that dating relationships will develop between students and encourages students to be mindful of the following:

- Each person and their dating partner are members of a greater community and with respect for others, be considerate in your public displays of affection.
- Sexual relationships are expected to occur only in the context of marriage. Students must avoid behavior that may reasonably be interpreted as creating an appearance of impropriety or a sexually compromising position.
- Conduct in relationships should reflect honesty, respect, responsibility, and good taste both in public and in private. Indiscrete public display of affection is inappropriate, often makes others uncomfortable, and can be a source of embarrassment.
- Displays of affection are defined as prolonged physical contact that moves beyond hand holding or hugging.

Sexual Integrity

MACU recognizes human sexuality to be a gift from God that is to be expressed exclusively in the covenant of a marriage relationship. Sexual misconduct will be addressed by the Dean of Student Life and/or the Residence Directors with the appropriate discipline administered, according to the discipline guide sheet.

University Officials

Students are expected to respect those who are in authority at MACU and in our government. Disrespecting, threatening, abusing, or harassing any MACU official will not be tolerated. Students are encouraged to follow the chain of representation when they have concerns or ideas that need to be expressed to university officials. The SGA serves as the voice of the entire student body and should be sought for areas of general concern. Specific complaints may be addressed by making an appointment with the Dean of Student Life, while concerns regarding the residence area should be addressed with the Residence Directors.

Department of Public Safety/Campus Police

Mid-America Christian University maintains a highly visible department of public safety (DPS) that provides for the safety of the campus community. However, no community can be totally risk free in today's society. To lessen the chances of crimes occurring within the campus community, each person's cooperation and vigilance is needed. All members of the campus community are encouraged to immediately report all suspected crimes, unusual or suspicious activities, and emergencies to the MACU Police.

Campus Police seek to provide a safe campus, but each individual is responsible for himself or herself and his or her individual property. All students, faculty, staff, and visitors are encouraged and advised to lock all dorms, offices, and vehicles and to exercise good safety-conscious judgment at all times. For a current safety report and statistics, see appendix A. Always remember:

Protect Yourself...

- Always lock your door.
- Always keep your room key with you.
- Do not lend room keys to anyone.
- Report any lost keys and/or damaged lock mechanisms to Student Life.
- Report any suspicious individuals that are on campus.
- Keep curtains and blinds drawn and windows locked when away
- Report any crime or suspicious activity you see
- Do not walk alone. Team up with two or more companions, especially at night, or call Campus Police for an escort.
- Stay in well-lit areas, and be aware of your surroundings.
- Make sure someone knows where you are and when you will return to your room. Keep your roommate informed.

Protect Your Personal Property...

- Lock your door every time you leave.
- Keep all small items of value (including money) out of sight.
- Keep a record of your valuables listing brand, model numbers, and location of your identification.
- Keep an eye on your belongings in the library, gym, classrooms, and other public places.

Protect Your Car...

- Always lock your vehicle, and take the keys.
- Place valuables out of sight or in the trunk.
- Always park your vehicle in well-lit areas.
- If your car breaks down after curfew, call a member of the Department of Public Safety at 694-5242.

Campus Safety

Mid-America Christian University has strategically placed cameras around the campus to protect students, faculty and staff. The cameras are monitored 24 hours a day, 7 days a week, 365 days a year. The university also has a public address system for emergency notifications.

Doors and Windows

- Outside doors are to be kept locked at all times.
- Screens are not to be removed from the windows except in an emergency or with the permission of the Student Life staff. Report any missing or damaged screens to Student Life.

- MACU is not liable for the security, damage, or theft of a student's personal property.
- Locks for personal bedrooms must be obtained from the Residence Directors at a rate of \$75. Any locks put on by the students will be removed, and a \$100 fine will be issued.

Fire/Tornado Safety

When fire alarms sound, students are to evacuate dorms immediately.

UPON DISCOVERY OF A LARGE FIRE:

- Activate the fire alarm, and give a verbal alarm.
- Call 911 and then call the Department of Public Safety at (405) 694-5242.
- Evacuate the building, alerting people as you go. Seek and assist persons in your area who are limited in their mobility or who may need some additional assistance in evacuating.
- Exit using stairways only. **Do not use elevators.**
- Close all doors leading to the main hallways and any stairwells to prevent further spread of the fire.
- Never prop stairwell doors open.
- Once outside, move to your departmental **emergency assembly area** which should be in an open area at least 300 feet away from the affected building(s). **Avoid inner courtyards.**
- Keep roadways and walkways clear for emergency vehicles. Remain upwind from smoke and fumes.
- Wait for further instructions from DPS or emergency personnel. **Do not re-enter the building until instructed to do so** by DPS or properly identified emergency personnel.

If clothes are on fire, stop, drop to the floor, and roll (**Stop, Drop & Roll**). Smother the fire with a blanket, rug or heavy coat. Call 911 for help. Administer appropriate first aid within your ability until help arrives.

Tornado Safety

At MACU, a severe weather warning will be made via the sirens from the City of Oklahoma City. Campus-wide notification will also be sent out via the campus notification system.

- Consider obtaining a flashlight and weather radio for your dorm room. Shut off any equipment that might be affected by a temporary loss of electricity.
- Close room doors as you leave to shield the corridors from flying debris.
- On campus, move to the Fowler Student Center basement.
- When you are off campus or in buildings without designated shelters, move to a small room on the lowest levels, an interior hallway, a basement, or tunnel. Avoid upper floors, large glassed areas and windows.
- Stay out of parking lots, auditoriums, and exterior walkways. Stay away from electrical appliances. Use the telephone for emergency calls only.
- Stay calm and alert.
- Call 911 off-campus (or) (405) 694-5242 on campus to report any damage.

First Aid

Emergency Situations

In emergency situations, dial 911, and then contact a Campus Police officer at (405) 694-5242.

Minor First aid

First aid is available through the Campus Police. The first aid services are available in the DPS Office located in the main building.

Non-Emergency Situations

Students are advised to notify a member of Campus Police and/or the Student Life staff of any illness or treatments received. This information will be treated with privacy and respect. Providing us with this information will help us give you the best care possible while you are a member of our community.

Illegal Entry and Unauthorized Keys

Individuals are not to enter or occupy facilities or possess or duplicate keys for facilities without proper authorization. Keys are signed for and are to be returned to the university at the end of the academic year or upon moving out of the dormitories. A student found in possession of any unauthorized keys will be subject to disciplinary action.

Legal Action

Students may be accountable to both civil authorities and university authorities for acts that constitute violations of federal, state, or local statutes, ordinances, or codes. Disciplinary action at the university will continue throughout any criminal proceedings. The university disciplinary decisions will not be subject to challenge on the grounds that criminal charges and violations were invalidated. During disciplinary proceedings, students may assert their Fifth Amendment right, and no inference will be drawn from the assertion of that right.

Sexual Harassment

The university affirms the principle that faculty, staff, and students of the university have the right to be free from sex discrimination in the form of sexual harassment by any member of the university community. *Sexual harassment* is defined as an attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, to punish a refusal to comply, or to create a sexually intimidating, hostile, or offensive work or study environment. Sexual harassment is generally understood to include a wide range of behaviors, from the actual coercing of sexual relations to the unwelcome or inappropriate emphasizing of sexual identity. This definition will be interpreted and applied consistently with Christian standards of behavior and conduct.

Any employee or student of the university who believes that he or she has been sexually harassed may obtain redress through informal and formal procedures of the university. Complaints about sexual harassment will receive a prompt and equitable response. The right to confidentiality of all members of the academic community will be respected in both informal and formal procedures, insofar as is possible. *Retaliation against individuals for bringing complaints of sexual harassment is expressly prohibited.* Formal procedures will not be initiated without a signed and verified written complaint. An individual found to have engaged in sexual harassment is subject to disciplinary action for violations of the policy, consistent with existing procedures. Sexual harassment claims made by a student shall be filed with the Dean of Student Life. Claims involving a student and a faculty or staff member shall be reported to the Dean of Student Life who

will work with the student and the Director of Human Resources to assist the student and be an advocate through the reporting process.

Theft

Theft of property or services from any individual or the university is a clear violation of biblical standards and will result in disciplinary action and possible legal action. The possession of stolen property or intentional failure to report the location of known stolen property is also subject to action from university officials and legal action.

Weapons

Possession and/or use of firearms, air guns, explosives, deadly weapons, hunting knives longer than 4", fireworks, BB guns, martial arts weapons and items that may be reasonably perceived as a weapon are forbidden on campus unless they are under the supervision of the Department of Public Safety. Weapons used for hunting and/or paintball markers may be used and stored in approved university locations, not in the residence halls. Contact a Campus Police officer for more information at 694-5242.

Vehicles

Students are permitted to have vehicles on campus only if they obey the university regulations for such use. Vehicles registered to MACU students may be searched at any time.

Parking Regulations

Motor vehicles belonging to students, faculty, staff, and administration are to display a current parking permit in either the front or rear window of the vehicle while parked on campus. Mid-America Christian University is registered as private property; therefore, vehicles without a parking permit are subject to ticketing and/or action from legal authorities. Permits may be obtained in the Office of Student Life.

All vehicles parked in the MACU parking lot at any time are expected to observe the following regulations:

- All motorized vehicles are to be parked on asphalt areas only in a marked space (not in courtyards, picnic areas, etc.).
- Vehicles are not to block the parking area or residence halls in any way.
- Students are not to park in reserved parking areas, including faculty/staff, handicapped, or visitor areas. Reserved parking is marked in yellow.
- According to fire regulations, there is no parking in the fire lanes or at the entrance of the fire lanes. Vehicles that are left unattended in these areas will be ticketed and/or towed.
- Cars and motorcycles should be parked in one parking space only (no diagonal or horizontal parking).
- Maximum speed for vehicles is 15 miles per hour in the campus parking lots.
- No routine or regular maintenance or repair work on personal vehicles is to be done on MACU property. Emergency situations or repairs must be cleared with the Department of Public Safety.
- Inoperable vehicles must be removed from the MACU parking lot. If the vehicle is not removed within thirty (30) days after the owner's separation from school, it will be towed or impounded at the expense of the owner. MACU will accept no responsibility for the vehicle after removal.
- Students may not wash vehicles on MACU premises.

Parking Citation Fines

Parking tickets may be given for illegal parking in the fire lane, faculty/staff areas, or handicapped areas. Parking tickets must be paid in the Business Office within 30 days or by the last day of the semester (whichever comes first). The owner will lose parking

privileges and be subject to other disciplinary action if a ticket is not paid. Any student obtaining three (3) or more parking tickets will lose parking privileges.

Registration

The University requires that each student operating a motor vehicle provide valid proof of automobile insurance, a current driver's license, proper registration, and current tags, in accordance with state and federal laws. Every automobile must be registered each academic year with Public Safety. Vehicle registration must be completed during the first two weeks of each semester. Anyone obtaining a new vehicle during the course of the semester must register within seven (7) days with Public Safety. There is a \$25.00 registration fee each semester, payable in the Business Office. Please note: On-campus residents are limited to one (1) vehicle parked on campus per person.

MACU assumes no responsibility for the care and/or protection of any vehicle or its contents at any time. The university reserves the right to impound any motor vehicle that is operated in violation of university regulations.

Facilities, Offices, and Properties

Athletic Fields

The use of the athletic fields is primarily for intercollegiate athletic practices and games. All requests to use the fields are to be addressed the Athletic Director.

James Curtis Athletic Fields

Named in memory of a great supporter of the university's athletic program and the university as a whole, the James Curtis Athletic Fields consist of a soccer field, two softball fields and the MACU baseball field.

Bill Curry Softball Field

Named in honor of the life of a supporter of the university's athletic program and the university as a whole, the Bill Curry Field is a softball field designed for men's slow pitch softball.

Jack Allen Softball Field

Named in honor of a great supporter of the university's athletic program and the university as a whole, the Jack Allen Field is a softball field for women's fast pitch softball or men's slow pitch softball.

Cafeteria

The MACU cafeteria is managed by Pioneer University Caterers, Inc.(PCC) PCC is an organization committed to providing for the food service needs of Christian universities. The meal plan is an unlimited dining option. During hours of operation, students may swipe their meal card for personal meals as frequently as they would like. Students must swipe their card regardless of the amount of food that they intend to eat during a single visit. **On-campus residents are required to purchase a meal plan.** Off-campus students may also purchase a meal plan through the Business Office or single meals may be purchased in the cafeteria. Written exceptions to this requirement due to specific medical conditions and treatments must be sent by a physician and approved by the Food Service Director.

A student may not change their meal plan beyond the Add Date. After the Add Date, they must wait to change their meal plan until the next semester.

Takeout meals may be scheduled to be picked up outside of normal operating hours by making arrangements with PCC Staff.

Removal of dishes, glasses, and/or utensils belonging to MACU, is considered theft and will be dealt with accordingly.

The cafeteria is located in the southwest hallway of the main building

Hours:

Breakfast	7:30am-8:30am
Continental breakfast	8:30am-10:00am (includes omelet bar)
Light lunch	10:00am-11:30am (salad bar and deli bar open)
Lunch	11:30am-1:30pm
Light lunch	1:30pm-5:30pm (specialty bar remains open)
Dinner	5:30pm-7:00pm
Weekend lunch	11:30-12:30 Saturday; 1:30-2:30 Sunday
Weekend dinner	5:00-6:00

Students are expected to conduct themselves appropriately during meal times. A student may be suspended without warning from cafeteria privileges or may be subject to a fine or further disciplinary action for disruptive behavior in the cafeteria.

Charles Ewing Brown Library

The library is located in the center of the main building, and is available for research and general library services.

Hours:

Mon.-Thurs.	7:30 a.m. – 11:00 p.m.
Fri.	7:30 a.m. – 5:00 p.m.
Sat.	11:00 a.m. – 4:00 p.m.
Sun.	2:00 p.m. – 5:00 p.m. 8:00 p.m. – 11:00 p.m.

Other Library Services

- Internet Terminals – Computers are located in the computer lab and across from the reference desk. Students are encouraged to perform research and check their e-mail at these terminals. The university's **Computer and Internet Acceptable Use Policy** applies to these terminals.
- Lost and Found – Students who find lost items are asked to bring them to the “Lost and Found” in the library. Students who have lost items should seek help at the circulation desk of the library.
- Photocopier - 10¢ per page
- Book Sale – Throughout the year, the Library hosts a book sale that will enable individuals to purchase books that are being removed from circulation in the Library.
- DVDs and CDs are available to be checked out with a valid ID card.

University Store

Books, Bibles, music, cards, school supplies, gift items, and “between class” snacks may all be purchased in **The University Store** located in the main building near the west exit. Hours of operation are posted on the door. **The University Store** is an outside company that leases space from MACU; therefore, MACU is not responsible for the operations of **The University Store**, nor can students charge purchases to personal student accounts. Students may contact the bookstore at 692-3187 or at bookstore@macu.edu. The bookstore is located in the main building, and is available during the following hours:

Daytime Hours:

Mon.-Thurs.	8:00 a.m. – 3:00 p.m.
Fri.	8:00 a.m. – 1:00 p.m.

Evening hours:

Mon, Tues, Thurs, 5:30pm- 8:00 p.m.

Computer Lab

Located in the library, the lab provides a place for students to type papers, develop computer presentations, and take advantage of the educational and informational benefits of the Internet. The lab is under the supervision of the Department of Information Technology, and students are expected to adhere to the **Computer and Internet Acceptable Use Policy**. The hours of operations for the computer lab coincide with the hours of the library.

Disabled Person's Facilities

Mid-America Christian University is accessible for disabled individuals. The student center, library, classrooms, restrooms, cafeteria, chapel, administrative and faculty offices, bookstore, and Gaulke activity center are all equipped to accommodate the needs of disabled individuals. There is one dorm room set aside for disabled students who choose to live on campus. The laundry facility is located in the basement of the student center and is not wheelchair accessible. Students in a wheelchair need to contact their Residence Director for accommodations.

Employment

Full-time and part-time employment can be found in the Oklahoma City area and in surrounding communities. In order to aid students in their pursuit of work, job opportunities are posted on a bulletin board outside the Office of Student Life and/or the Fowler Student Center. Students who wish to apply for an on-campus position must consult the Office of Student Financial Services.

Evangel Room

The Evangel Room is located on the south side of the cafeteria. Students, clubs, faculty, administration, and guests may use this room for conferences and meetings. Scheduling for the Evangel Room is handled through the Office of Student Life.

Fowler Student Center

The Fowler Student Center is located in the center of the residence halls. The following are located in the student center:

- Men's and Women's Residence Director's Offices
- Campus Pastor/Director of Campus Ministry
- Campus Mailroom
- Bulletin Boards
- Laundry Room (basement)
- Lounge Area - TV, vending machines, Study Area
- Wireless Internet access
- Ping-Pong
- Pool Tables
- Computers
- Wii video game system
- Change machine
- Restrooms

Students are expected to clean up after themselves or lose student center privileges.

Gaulke Activity Center

MACU men's and women's athletic teams hold scheduled practices in the gym. Students are encouraged to attend all intramural and intercollegiate basketball and volleyball games held in the gym. The athletic offices are also located in the activity center. All events scheduling for the activity center is coordinated through the Athletic Director at 692-3141.

Policies and Procedures:

- All school policies and guidelines are to be followed.
- Only "carry-in" gym shoes are to be worn on the gym floor.
- Children under the age of fifteen (15) must be accompanied by a parent or guardian.
- Only MACU athletic equipment is to be used or brought into the gym.

Health Services

Medical care for minor incidents is provided through the Residence Life staff or the Department of Public Safety. The campus is located approximately two (2) miles south of Community Hospital, six (6) miles south of Integris Health Southwest Medical Center, and 5 miles west of Moore Medical Center for incidents requiring the use of a hospital. Students are asked to make the Office of Student Life aware of any illnesses and/or medical attention sought. The Office of Student Life can make referrals to area doctors; however, regular doctors' fees are required. No fee is required for the campus services.

Laundry Facilities

The on-campus laundry facility is located in the basement of the Fowler Student Center. Students are permitted to use the coin-operated washers and dryers, provided they keep the laundry area tidy. Clothes left for more than a week will be donated to a charitable group.

Nature Reserve

Located on the east side of the campus grounds, this unique feature to the campus is recognized by the State of Oklahoma as being the home of a variety of different types of wildlife and vegetation. Individuals are encouraged to use this area responsibly. Disturbing the natural habitat is strictly prohibited. The Nature Reserve closes at 10:00 p.m. each night.

Pop's Place

Named in honor of Edwin "Pop" Ogle, Pop's Place is located in the Gaulke Activity Center. Pop's Place is the concession stand for all basketball and volleyball events.

Postal Service

The mailroom is located in the Fowler Student Center. The mailroom staff may be contacted at 692-3133 or at mailroom@macu.edu

Hours:

Monday	1:00 p.m. – 6:00 p.m.
Tuesday	1:00 p.m. – 6:00 p.m.
Wednesday	1:00 p.m. – 4:00 p.m.
Thursday	1:00 p.m. – 6:00 p.m.
Friday	1:00 p.m. – 6:00 p.m.

The mailroom is also open at various hours throughout the morning.

The mailroom is closed for all federal holidays.

During service hours, packages may be picked up or mailed and stamps or envelopes may be purchased. Every student is assigned an individual box for campus mail (departmental mail, returned class assignments, etc.), as well as regular mail. Notes and letters between individuals may also be sent through campus mail (postage free). All student mailboxes are located in the Fowler Student Center. Each student is responsible for leaving a forwarding address with mailroom personnel before leaving MACU for graduation, transfer, withdrawal, and summer break; no mail will be forwarded during holiday breaks. On-campus bulk mailings, such as flyers and departmental letters, the mailroom supervisor must be notified prior to distribution. The use of the campus postal service is not intended for off-campus organizations, churches, advertising enterprises, personal interest groups, or any other non-MACU organization. The mailroom functions as an extension of the United States Postal Service (USPS). Any tampering or abuse of mailroom facilities or equipment will result in immediate disciplinary action and possible federal charges.

**Packages sent through the United Parcel Service (UPS) are delivered to the University Library.

Presidents' Chapel

Located in the northwest corner of the main building, the Presidents' Chapel serves as the gathering place for all Chapel services and is also used for other functions.

Scheduling for the Presidents' Chapel is handled through the Office of Student Life.

Student Financial Services

Located in the main building, the purpose of financial aid is to help the student meet his or her financial need for attending university. Financing higher education requires the

cooperation of the student, the parents, and the institution. However, prior to enrolling, the student should realize that the cost of his or her education is primarily his or her responsibility. The student and/or parent pay the majority of individual expenses.

MACU participates fully in the federal financial aid programs: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Perkins Loan, Stafford Loan, and Federal Work Study (FWS) and has a wide range of institutional aid and scholarships available. All students applying for financial aid are required to submit a *Free Application for Student Aid (FAFSA)*. This form is available from the Student Financial Services Office in the main building or at any public library.

Students who wish to appeal decisions made by the Student Financial Services Office must do so by sending a written appeal to the Financial Aid Committee within ten days of the disputed decision.

The Y

All students enrolled in at least 6 hours in a traditional undergraduate on-site degree program will receive a membership to the Earlywine Y and will receive all privileges the Y has to offer. This membership is a service of MACU, and services may be restricted or forfeited for disciplinary reason. For questions concerning the YMCA membership, please contact the Office of Student Life at (405) 692-3242.

Organizations

The student body of Mid-America Christian University has established a variety of clubs and organizations in order to provide activities for special interest groups as well as an avenue for social interaction. All fundraising for clubs and organizations must be approved by the club's sponsor or advisor and the Dean of Student Life. Fundraising applications are available in the Student Life Office. Please note that approval must be sought and received for each fundraising endeavor. Meetings and events given by a student organization recognized by the university must have an approved sponsor or advisor present. Sponsors/advisors are to be approved by the Dean of Student Life before serving.

Student Government Association (SGA)

The Student Government Association is a delegation of students who act as a channel by which all students may express their opinions, concerns, and cooperation. The SGA has the responsibility to promote fellowship, scholarship, leadership, and spiritual life in the university community; to cultivate understanding between the students and the university personnel; and to inspire loyalty to the university and to the principles for which it stands.

The SGA advisor is the Coordinator of Student Leadership and Activities, and the membership includes the following:

- President
- Vice President
- Secretary
- Treasurer
- On-Campus Senator
- Off-Campus Senator
- Two Class Senators for each class
- CAB Chairperson
- Devos After Dark Chair
- School Newspaper Editor

Devotions After Dark Committee

This student-elected committee seeks to foster the spiritual life of the university community through planned, spiritually oriented activities. This group reports to the Campus Pastor and the SGA.

Black Collegiate Union (BCU)

The BCU exists to impact our campus and community for Christ by:

- Encouraging campus unity through education about African-American and other cultures
- Encouraging people of color in their pursuit of education by being involved in the recruitment and retention of African-American students
- Encouraging the development of self-confidence and self-esteem through leadership and participation in extra-curricular activities
- Working with other institutions, organizations, and campuses for the betterment of the community
- Promoting the spiritual growth and formation of all members

The BCU is a subsidiary of the Office of Student Life. The Executive Council of BCU is accountable to the Student Government Association and the Dean of Student Life.

MACU Athletic Programs

MACU's athletic programs seek to promote Christian sportsmanship, as well as university spirit, through intramural activities and intercollegiate games and tournaments.

Intercollegiate

MACU provides opportunities for both men and women to be involved in intercollegiate sports. These programs include volleyball, basketball, soccer, cross country, and fast-pitch softball for women; and baseball, basketball, golf, cross country, and soccer for men.

Intramural

Athletic activities that allow for competition between students, faculty, and staff are available in many forms on the MACU campus: volleyball, basketball, flag football, soccer, softball, ping-pong, etc.

Missions Club

The Missions Club seeks to provide an awareness of worldwide missions and provides an avenue for expression of concerns for the church and the people of the world. The Missions Club is open to all students for meetings with missionary speakers, campus projects, and field trips.

Campus Activity Board (CAB)

This student group exists to bring creativity and excitement to campus by organizing and advertising a variety of social events. The event calendar as a whole is designed to promote community among the MACU family. Students can find out about the events by visiting my.macu.edu or reading the monthly Stall Street Journal. This group is sponsored by the Office of Student Life and is open to all students through the annual membership process.

Student Ministerial Fellowship (SMF)

The Student Ministerial Fellowship is designed to encourage those who have been called to some form of vocational Christian ministry and to acquaint them with its practical aspects. Meetings are the second Monday of each month at 10:00 a.m. in the cafeteria.

New Student Orientation Committee (NSOC)

NSOC exists to impact the campus community one new student at a time. This student group works to plan Welcome Week in the fall and Welcome Weekend in the spring. New membership occurs during the last half of the fall semester each year. This group is a function of the Office of Student Life. The Coordinator of Student Life and the Dean of Student Life serve as the supervisors of NSOC.

Hustlers

The Hustlers is a men's group established in 2008 to promote community and school spirit on campus through their support of athletic events, acts of community service and campus barbeques. Members of this group must pay annual membership fees as established by their by-laws. This group is accountable to the SGA and the Dean of Student Life.

Note to Interest Groups

If the need or interest arises for the formation of a new club, students should seek information through the Office of Student Leadership and Development. All new clubs and organizations must receive approval by the Student Government Association and the Dean of Student Life.

Campus Ministries

Mid-America Christian University Campus Ministries acknowledges the important role that religion and spiritual values play in people's lives as they grow and integrate what they learn. Campus Ministries is a pastoral and Kingdom minded presence which seeks to enhance the spiritual and ethical experience and growth of the whole person - mind, body and spirit.

OUR PURPOSE IS TO:

1. Enhance the religious and spiritual life at the University.
2. Provide opportunities and welcoming space for worship, community and hospitality for all members of the University community.
3. Raise ethical and moral issues within the University.
4. Serve as a reconciling agency within the University.
5. Serve as an advocate and support for individuals within the community.
6. Provide a structure for facilitating communication among various University departments and the Campus Ministry programs.
7. Work toward providing a center for ministries.
8. Connect the University with, and encourage outreach to, the larger community.
9. Actively plan chapel services and Campus Community projects as well as small groups and all school devotionals.

Our goal is to promote the Kingdom of God, Provide opportunities for Spiritual Growth, and Pray for God's blessing on the Campus Community.

Campus Ministries Office

The Campus Ministries Office is located in the Fowler Student Center.

Resident Chaplains

RCs are students, selected by the Campus Pastor, who serve with Campus Ministries by ministering to the student body. RCs invest time, prayer into the campus community. RCs provide a listening ear to students who need to talk. They perform general pastoral duties such as room and hospital visits, and peer counseling; this assists in providing a healthy spiritual atmosphere for students.

Chapel Defined

Chapel is the largest community expression of corporate worship on campus. Chapel is a required chance for students to be exposed to forms of worship, various speakers, and ideas. Services are put together with the intention of affirming our common commitments in so doing; they both reflect and challenge individual preferences. Though we hope that students will be challenged in their faith through Chapel, we realize that spiritual development is ultimately a function of each person's willingness to respond to the Holy Spirit. All behavior and attitudes are to be honoring of God, loving of people and extend beyond walls of the Chapel to every corner of campus life. These corporate times together become a common bond that the Holy Spirit uses to unify the generations of alumni who pass through MACU.

Chapels are an integral part of the learning process at MACU, maintaining harmony with the institutional mission of the college to develop a Christian world view and personal evangelical faith while gaining a broad understanding of the arts and sciences. It is one

of the distinctively Christian experiences that sets us apart from other institutions of higher learning. We maintain this tradition as a sign of our devotion to be a worshipping community, dedicated to the integration of faith and learning.

Chapels are designed to reflect important elements of a Christian college experience, and seek to provide an opportunity for:

- Dependence upon God
- Spiritual formation, offering opportunities for God to shape the lives of those in the college community
- Cultural engagement, challenging students to examine and apply classroom learning to all areas of life
- Community, enhancing a sense of belonging to the MACU body

The current chapel schedule will be posted online at macu.edu and at my.macu.edu as well as on the monitor screens around campus. The goal of each Chapel experience is to meet the needs of the entire community through speakers, worship, drama, poetry, and other special events. The Chapel schedule is subject to change, and all changes will be reflected online when the information become available.

Chapel Attendance Policy

At Mid-America Christian University, we believe that spiritual growth is an integral part of the Christian college experience. As such, weekly chapel services provide an opportunity for communal spiritual formation. These weekly meetings represent our core values as an institution and undergird our mission to equip students to impact their world for Christ through achieving bible-based academic excellence in a Christian environment. For this reason, all students must be enrolled in Christian Life credit or CLIF 101. Credit is awarded through bi-weekly chapel attendance and required each semester a student attends MACU.

One hour of Christian Life credit is required for each semester of full-time attendance in order to graduate. This credit is graded on a pass/fail basis, contingent upon attendance. There is no additional charge for the Christian Life credit.

Chapel meets twice a week on Wednesdays and Fridays and once a semester Tuesday through Friday for Spiritual Emphasis Week at 10 am in the President's Chapel.

There are eight (8) excused absences per semester which requires a student to attend twenty-three (23) chapel services. Students should make diligent effort to plan doctor appointments and other appointments in accordance with the allowed absences.

Attendance scanners are on until 10:10am, ten minutes after chapel is slated to begin. Students are responsible to make sure that their cards scan. Student monitors are available if a student is unsure about how to use the scanner. Students must have their student ID card to be counted in attendance for the chapel services.

Students upon reaching their ninth (9) absence for chapel attendance will be immediately placed on probation for the rest of the semester. While on probation, a student will not be allowed to represent MACU in intramurals, performances, presentations, or competitions including Athletic events or other student leadership positions.

Any student who does not complete his or her chapel requirement for a semester must enroll in CLIF 102 *Chapel Readings* the following semester. This class will be provided once (1) a week for one (1) hour to discuss the previous semester's chapels. The cost of

this one-hour course is \$100. The class will take place on Monday from 10:00 am to 10:55 am. This class will be in addition to attending regularly scheduled chapel services.

Any student who does not meet chapel requirement twice within their time at the University will be dismissed for one semester.

Excused Absences:

Any university activity or event may be excused as long as documentation is provided one (1) week before said absence by a Faculty/Staff member who is administering the absence. This includes field trips, athletic events, practicum classes, mission trips, and choir trips.

Exemptions:

Off campus students who only have class on Tuesdays and Thursdays may be exempt from chapel attendance.

All residential students are required to attend.

Students who are completing their required student teaching are not required to attend chapel for the semester.

Chapel Participation:

Students are asked to respect the chapel environment by refraining from the use of laptops, headphones, cell phones, and all other electronic devices. Students are also asked to refrain from any behavior that disrupts the attention of those around them such as talking, sleeping, doing homework, or eating. Students who disregard this policy may be asked to leave the chapel assembly and will receive an absence for that session.

Chapel Worship Team Dress Code

Students, faculty, and staff who have been asked to participate in the President's Chapel worship services are expected to comply with the following appearance guidelines:

- Men: Dress Pants, dress shoes, sweater or turtleneck, dress shirt
- Women: Dress Pants, dress code appropriate skirt or dress, dress shoes or dress sandals, dress code appropriate top
- Facial piercings must be removed before taking the stage for Chapel services
- Tattoos must be covered

Worship Opportunities

President's Chapel

Chapel takes place twice a week on Wednesday and Friday from 10am to 10:55am. Once a semester we participate as a community in Spiritual Emphasis week, where Chapel is held Tuesday through Friday from 10am to 10:55am.

Arise

Arise is a student-led devotional time of worship and speaking that takes place one Sunday every month at 6pm in the Chapel. It is a time of fellowship for students to share God's message and their talents. Snacks are provided.

Devotions After Dark

Devotions After Dark take place one Wednesday every month at 9:30pm in the Fowler Student Center. It is a meditative time of fellowship with God utilizing acoustic worship, a short devotional time, and prayer. Snacks are provided.

Community Groups

Community Groups seek to provide opportunities for students to enrich each other's lives through accountability, Bible study, worship, prayer, and fellowship. The leader of each group has experienced the dynamics of a Community Group and desires to share those experiences with others. If a student so desires, they may see Campus Ministries to become part of one of these groups.

MACU COMMUNITY SERVICE PROGRAM

The community service program at the university is run through Campus Ministries. Community Service perpetuates the mission of the University by allowing students to choose places to serve and apply their natural giftedness and what they learn in the classroom. This service provides real world experience and a better understanding of the attitude of servanthood, which aid the student's personal spiritual growth and benefit the community at large. Students must be enrolled in community service by their second semester of their freshman year and must complete six semesters before graduation. More detailed guidelines are below.

Student Outcomes after Completing Community Service:

- I. The student will value community service through participation.
- II. The student will demonstrate the ability to work well with others

GENERAL GUIDELINES AND PROCEDURES

1. Community Service assignments require a minimum of twelve (12) clock hours of service per semester for six (6) semesters.
2. All Community Service projects are to be performed *non gratis* meaning students involved in a Community Service project cannot be paid for their project for that semester.
3. Community Service projects are to be active in nature, not passive. This means all Community service projects are to be actively engaged in affecting people's lives and the world for Christ. Observation and shadowing does not count as Community Service.
4. Class required activities cannot be counted as Community Service activities. The Dean of the college **and** the chairperson of the school conducting practicum/internship may determine that the amount of time the student is required to be in practicum exceeds normal seat time of a daily classroom setting. If this determination is made, the class required activity may then be counted as Community Service.
5. Community Service projects must be selected and approved by the student's advisor and signed by the On Site Supervisor by second Friday of September for Fall semester and the second Friday of February for the Spring semester.
6. The Community Service grade is a satisfactory/unsatisfactory grade that is recorded on the students' transcript.
7. All Community Service hours must be completed and paperwork (Community Service Request/Verification Form) and a one (1) page summary of activities

must be submitted to their advisor upon completion. These forms must be given to the student's advisor no later than the Monday of Finals Week each semester. The requirements of the summary are listed on the Community Service Request/Verification Form. Students who do not submit this paperwork will receive a grade of unsatisfactory (U) for that semester.

FRESHMEN AND TRANSFER STUDENTS

8. All first time freshmen students must be enrolled in or start Community Service the second semester in attendance.
9. Transfer students must be enrolled in at least one (1) Community Service activity each semester until graduation.

STUDENT ATHLETES

10. Student athletes may count their NAIA team service projects as Community service for three (3) of their six (6) Community service projects.
11. All NAIA community service projects must receive prior approval by the Community Service Chair.

DEPARTMENTAL MEETINGS

12. Students who are absent from any required departmental Community Service meeting may receive a grade of unsatisfactory for that semester.

SUMMER AND WINTER BREAK SERVICE PROJECTS

13. Students who desire to complete Community Service over summer or winter break must register for Community Service with the Registrar's Office prior to doing the activity. Cost of registration is fifty dollars (\$50).
14. Students who enroll in Community Service for the summer semester must complete their activities and submit the traditional completed forms of activities on or before September 1st of the following semester for summer break, and February 1st for winter break.

APPEALS AND EXCEPTIONS

15. The Community Service Committee shall serve as the appellate body for any appeals regarding assignments, procedures, or guidelines in the Community Service program.
16. No student or family member can serve as the on-site supervisor for another student unless prior approval of the Community Service Committee is granted.
17. No student may receive credit for more than one (1) Community Service assignment during a semester unless he/she is a graduating senior. This must be approved by the Community Service committee.
18. A student may participate in graduation exercises with one (1) community service credit pending, and no more than two credits pending overall. The pending credit must be completed before receiving a certificate of graduation.

Church Attendance

Participation in a local faith community is important for spiritual development. Students are encouraged to identify and become actively involved in a local church of their choice. A comprehensive list of local congregations may be found online at my.macu.edu.

Missions

In a partnership with the Missions Club and the Thomas School of International Affairs, the Campus Ministries office assists in sponsoring local, national, and international mission projects. If a student desires to serve on one of these mission projects, they may see Campus Ministries for more details.

Pastoral Counseling Services and Counseling Referrals

MACU offers pastoral care counseling through Campus Ministries and Student Life. Our offices provide a listening ear and provide biblically sound advice for students or other members of our community in need. Assistance is also provided in seeking professional and confidential counseling services in the local area. The student is responsible for any applicable fees. Students are encouraged to seek guidance in managing any personal or emotional difficulties by taking the initiative to visit the Campus Ministries office.

Residence Life

Located on the south side of the Mid-America Christian University campus, the residence halls provide housing for many of the traditional students of the MACU community. The residence area consists of six residence halls containing 52 dorm rooms. The dorm rooms contain four private bedrooms, a common living area, and a bathroom. One dorm room is designed for disabled students. This room contains three bedrooms.

Student Life personnel reserve the right to inspect or search any room or cube without prior notice or consent. If evidence of activity that violates any school policy is found, members of the Student Life staff have the right to remove and retain it for further investigation. Items removed may be requested from the Student Life Office; not all items will be returned.

Residence Staff

Residence Directors (RDs)

To assist in campus living, the university employs two Residence Directors who live on campus. Each RD is able to offer guidance to student residents. The Men's Residence Director lives in room 108 and the Women's Residence Director lives in room 121. They both assist in the management of the residence area and report to the Dean of Student Life.

Resident Assistants (RAs)

RAs are students, selected by the Residence Directors, who serve with Student Life in the management of the residence halls. RAs perform various duties including room curfew checks, room cleaning inspections, and other jobs needed to ensure a smooth living arrangement for all residents of MACU.

Age Requirement

Research shows that students who live on campus during their undergraduate experience higher academic success and are more likely to graduate. Additionally, living on campus is an important avenue for getting involved in campus life. For these reasons, we require unmarried students who are enrolled in an excess of eight credit hours and not living with their parents (not more than 50 miles from the MACU main campus) to live on campus until they are at least 21 years of age (*except for graduating seniors*). Students living off campus must have an affidavit signed by their parents noting that they are living at home. Please note: Any unusual circumstances regarding a student's status must be reviewed by the Dean of Student Life before permission will be granted to live in the dorms. If a student request to cancel his/her housing contract and move off campus, he/she must submit a request to the Dean of Student Life. If the request is granted, the refund policy will be congruent with that of the refund policy for tuition adjustments as noted in the university catalog.

Alcohol, Drugs, & Tobacco

MACU considers the possession and/or use of alcoholic beverages, illegal drugs, tobacco products, and the attendance of establishments that exist primarily for the sale and/or distribution of these products as being contradictory to the Christian life. Because of this conviction, the Drug-Free Workplace Act of 1988, and the Drug-Free School and Communities Act Amendment of 1989, the possession, distribution, and/or use of alcoholic beverages, any controlled substance or illicit drug, or tobacco product on University property or at any University event or activity is prohibited.

Students in possession or exhibiting the effects of alcohol, illegal drugs, and/or tobacco products will be subject to disciplinary action.

In addition to the use of the above products, MACU regards the display of paraphernalia representing alcohol, drugs, and/or tobacco as incongruent with the university's policy.

Any student who chooses to engage in the use of alcohol, tobacco or illegal drugs is subject to disciplinary action.

Babysitting

Out of the best interest of children and students, babysitting is not permitted in the residence area.

Secured Campus Hours

Student safety is a high priority for Mid-America Christian University. The campus closes to non-residential students at *midnight*. The purpose of this closing is to secure the campus community for those students who make their student home on campus. At midnight each night, residential students and their overnight guests must begin to check in and out through the campus police. Overnight guests must have an official guest pass that has been authorized through the Residence Life staff.

An officer will be stationed at the entrance of campus to check students on or off campus. Students must carry identification in order to enter or leave campus. Guests must have an authorized guest pass with them at all times.

All visitors and off-campus students must be off campus by midnight, unless they have obtained a Guest Pass from the Office of Student Life. Students will be held responsible for any unauthorized visitors or off-campus students in their dorm after hours.

Closed Campus Hours are **12:00 p.m. until 6:00 a.m.**

Courtyards are closed to members of the opposite sex during campus hours

The east and west entrances to the Fowler Student Center and the stairs leading to the Fowler Student Center basement are considered courtyard areas, and also may not be used by the opposite sex during this time.

Students are not to talk through dorm windows during campus hours.

Parents or legal guardians may choose to place first-semester freshmen on curfew at any time during the first semester by addressing the request to the Dean of Student Life. Removal of curfew at any time during the semester may be accomplished by contacting the Dean of Student Life in writing, stating the desire to remove curfew.

Overnight Permission

- Students leaving campus overnight must fill out an Overnight Pass.
- Students are to place the pass under a Residence Director's Office door.
- Students on disciplinary probation must have permission from the Residence Directors to leave overnight, and may only use an overnight pass to go to their parent's residence.
- Overnight passes are designed for students planning to return no earlier than 6:00 a.m.
- Students must obtain permission from the Residence Directors in order to stay overnight where a person of the opposite sex is also staying.
- Excessive or suspicious passes may result in the loss or restriction of overnight privileges.

Open Dorm Guidelines

The residence halls are divided into two distinct sections according to gender. The men live on the east side and the women live on the west side of the residence area. Students and/or visitors are not permitted in the dorms of the opposite sex except during posted Open Dorm hours except for immediate family members.

Open Dorms allow members of the opposite sex to be in the living room area of the dorm suites only. At no time are members of the opposite sex permitted in the individual bedrooms.

Open Dorm hours are as follows:

Wednesday through Sunday: 4:00 p.m. – 10:00 p.m.

Open Dorm guidelines are as follows:

Everyone must remain in the living room area. No one of the opposite sex is allowed in the individual bedrooms.

All blinds in the living room area must be opened at all times.

Rules that apply in the Student Center also apply during Open Dorms.

Doors should remain unlocked.

Lights must remain on during open dorms.

Dorm Deposit

Students who live in the dorms are charged a dorm deposit of \$50.00. This deposit is to secure a room in the dormitories and is not refundable. Deposits are required for first year students only.

Dorm Lease

Before moving in, students must sign a dorm lease. Students residing in the dorms are considered residents for the full semester. Once a student has moved into the dorms, he or she is expected to stay in the residence hall for the entire semester. Students may not move out in the middle of the semester without written approval from the Dean of Student Life.

Guests

Overnight Guests

Anyone not assigned to a specific room in campus housing will be considered a guest in the residence area. A member of the Residence Life staff must approve reservations for overnight guests by 8:00 p.m. on the day of the request. Guests must check in with the Student Life Office upon their arrival on campus, where students must obtain a Guest Pass. Guests are subject to all university regulations. Any violation of the MACU Code of Conduct by the guest could result in disciplinary action against the host.

- All roommates must agree with the guest staying overnight.
- The guest must be at least 12 years of age and the same gender as the host.
- A limit of three (3) nights per visit is allowed per guest. Any special exceptions regarding the 3-night limit must be approved through the Student Life Office before the guest arrives. A student will be charged after staying on campus for more than three nights.
- No overnight guests will be permitted during finals week.
- If unauthorized guests are found staying in a student's suite, a fine of \$50.00 per night will be charged to the student. The student and the guest may also lose guest privileges on campus for a specific length of time. If no one student claims responsibility for the guest, the entire suite will be charged the fine.

Visitors

Off-campus students or visitors who visit the campus are responsible for abiding by the campus guidelines and the MACU Code of Conduct. Any violation of the MACU Code of Conduct by the guest could result in disciplinary action against the host.

- Children under 12 years old must be supervised in the Fowler Student Center and dorm area.
- Selling and soliciting in residence halls is prohibited without permission from the Student Life Office. This includes various types of demonstration parties.

Noise

At all times, sound equipment (radios, televisions, etc.) is to be kept at room level (not heard outside dorm or in any adjoining room). Musical instruments may not be played in the residence area. Practice rooms are provided in the main building.

By popular demand of resident students and in order to respect the rights of those around you, courtesy hours are in effect at all times. Courtesy hours mean residents should be considerate of residents who are studying, sleeping, ill, etc.

Quiet Hours

Quiet hours are set out of respect for students who may be studying.

- Monday – Thursday, 1:00 p.m. until 4:00 p.m., students are to refrain from excessive noise in the residence area.
- Each night, 10:00 p.m. until 9:00 a.m., students are to refrain from excessive noise in the residence area.

Pets

Students are allowed to have aquatic species that are kept in aquariums of 10 gallons or less. The only pets allowed are fish, hermit crabs, and small water turtles. Any student keeping or allowing animals in his or her suite will be fined \$100.00 and is required to remove the animal immediately. If extermination is required due to fleas, ticks, etc., the student is responsible for extermination cost.

Discipline and Grievance Policy

Hebrews 12:4-11: *"My dear children, don't shrug off God's discipline, but don't be crushed by it either. It's the child he loves that he disciplines; the child he embraces, he also corrects. God is educating you; that's why you must never drop out. This trouble you're in isn't punishment; it's training, the normal experience. At the time, discipline isn't much fun. It always feels like it's going against the grain. Later, of course, it pays off handsomely, for it's the well-trained who find themselves mature in their relationship with God."*

Establishing autonomy and making decisions that reflect Christian character is a difficult and crucial part of each student's development process. Just as God disciplines those that He loves, the discipline process is designed to demonstrate love to the students when they make choices that violate the student code of conduct. The discipline process at MACU is a redemptive and restorative model. The purpose of discipline in the lives of students at MACU is to help restore students to the community and provide accountability for individuals as they make future decisions.

The Residence Directors or Dean of Student Life are responsible for the administration of appropriate disciplinary measures, the administration of official grievances and complaints, and may counsel students about behavior and attitudes. The discipline guide sheet may be obtained from the Office of Student Life and is posted on the bulletin board outside the office. Variations from the list may be made based on the combination of multiple violations and/or special circumstances.

Mid-America Christian University reserves the right to dismiss any student whose conduct or academic standing is regarded as undesirable. In such cases, the fees and tuition that are due or have been paid in advance to the university will not be remitted or refunded in whole or in part. Neither the university nor its officers shall be under any liability for such dismissal. Any student under disciplinary suspension shall relinquish all rights and privileges as a student at MACU, and his or her campus visitation rights may be restricted.

Disciplinary Measures

The following measures may be used to assist the Office of Student Life with disciplinary actions as deemed necessary. This list is not a hierarchy of discipline; therefore, a student could be subject to any of the following actions at any time:

Disciplinary Warning

A statement of the standard of conduct that has been violated as well as an official verbal warning explaining the possible results of further misconduct. Students not responding to warning will be subject to further disciplinary actions.

Community Service

A student can be assigned a community service project as a disciplinary action for violations of guidelines or policies as deemed necessary. Community service projects could be on campus or in the Oklahoma City community.

Sanction

A student may be limited in the number of activities in which he/she may participate. These may include being placed on curfew for any number of days.

Fine

Specific monetary amounts may be levied for violation of policies. All fines must be paid in full or provisions made for payment within thirty (30) days of their assessment. Failure to pay fines in the allotted thirty (30) days will result in the student being placed on disciplinary probation until the fine is paid. If the fine is not paid after two weeks of probation, the fine will be doubled and a minimum of thirty (30) days of probation will be assessed.

Restitution

Payment to the university or other persons, groups, or organizations for damages occurring as the result of a violation of the conduct code may be required. The Office of Student Life will specify a restitution amount. All restitution must be paid in full or provisions made for payment within thirty (30) days of their assessment.

Probation

Restriction of participation in future student or university activities may occur. The Office of Student Life will set specific probationary periods. The minimum probationary time is one (1) month (30 days). Copies of letters of disciplinary probation may be sent to parents of dependent students. Probation will result in loss of student privileges such as:

- o Participation in junior varsity/varsity sports
- o Participation in activities in which the student functions as an official representative of the university
- o Opportunity to hold or run for student offices
- o Loss of overnight passes (except to parent's house) and sign-out privileges

Suspension

Involuntary separation from the university for a specified period of time may result. Suspended students shall not participate in any university-sponsored activities and may be barred from university premises. Suspension may also include voluntary separation from MACU under advisement of university officials without the privilege of re-admittance for a specified period of time. Other sanctions or conditions may be required before re-admittance is granted.

Dismissal (Expulsion)

Dismissal is the immediate separation from the university with appropriate notation on student's behavioral file. No refunds are made and the student will suffer disciplinary consequences. MACU reserves the right to restrict a dismissed student's access to, or bar his or her presence from, the university premises or activities.

Grievances, Complaints, and Concerns

Any student wishing to file an official grievance, complaint, or concern must submit it in writing to the appropriate office. Academic issues are to be addressed to the Vice President for Academic Affairs located on the second floor of the administrative office area. Any non-academic issues, such as disciplinary or general policy concerns, must be submitted to the Dean of Student Life located in the west hallway of the main building near the cafeteria. The grievance must be signed and dated by the student(s). A response shall be given to all grievances within ten (10) business days.

Disciplinary Appeals Process

When disciplinary appeals arise, MACU will follow the procedures of due process providing for the right of students to be informed of the charges against them, their opportunity to refute those charges, and the right for appeal of the decision based on those charges.

The "Grievance and Appeals Process" flow chart is provided as explanation of the grievance and appeal process. Students may enter the process at the appropriate ascending level. Appeals which do not follow the proper steps and procedures will not be recognized. For students who are 18 years or older, it is the policy of Mid-America Christian University to deal first with the student in an effort to treat the student as an adult. It is up to the discretion of the appellate body to grant a meeting with parents or guardians who request a meeting. Such meetings will not serve as a negotiation. Rather, the conference should focus on how best facilitate restoration for the student into the MACU community.

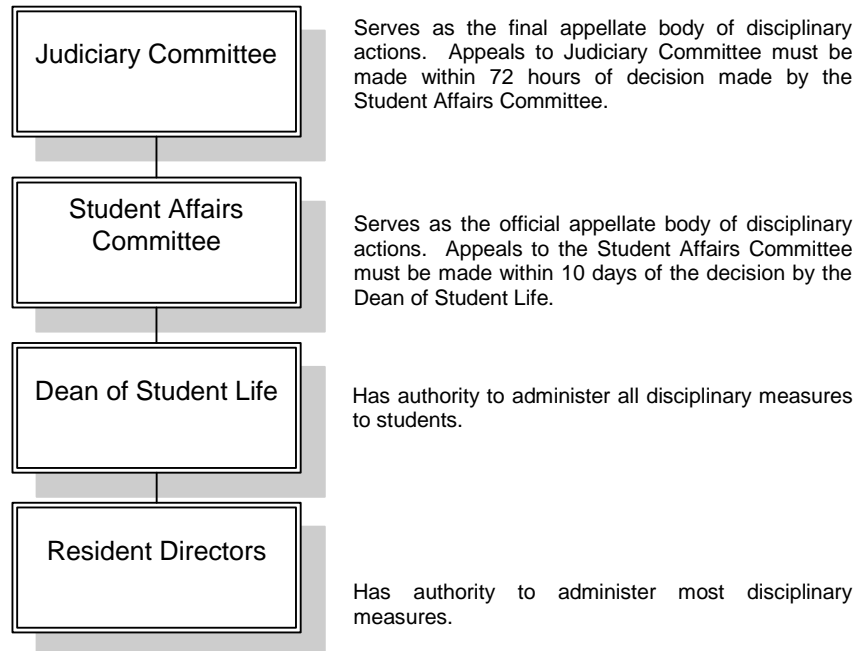
Procedure of Due Process:

All appeals beyond the Dean of Student Life must be written, stating the issues and evidence of the appeal, within ten (10) days of the appealed action. Any issue omitted from the written statement will not be considered in any appeals meeting. The Dean of Student Life will submit the written request to the Student Affairs/Appeals Committee in order to schedule a hearing before the committee. All materials presented to the committee for review must be submitted to the Office of Student Life 24 hours prior to the scheduled meeting. An appeal may be made by the student or by the Student Life Office.

- o **The Student Affairs Committee** serves as the official appellate body for all disciplinary action. The committee consists of three faculty/staff members, the President or Vice President of the Student Government, and one student-at-large elected by the student body. The chair of the committee will be one of the three faculty/staff members as appointed by the President's Cabinet. In all cases of disciplinary action, those who have directly participated in the disciplinary situation, including the Dean of Student Life, may participate in committee discussion but may not act as a voting member. If an appeal is made in between semesters, the Admission/Retention Committee will serve as the appellate body.
- o **The Judiciary Committee** consists of the President's Cabinet members. The Judiciary Committee will meet with the student at their discretion.

A special note: It is inappropriate for students appealing decisions to approach members of appellate committees regarding the situation prior to and in between appellate meetings or decisions.

Flow Chart for Grievance/Appeals Process



Disclaimer

Mid-America Christian University reserves the right to make changes in the arrangements and policies announced in this handbook as unusual circumstances, economic conditions, or efficiency in operation may require. The university does not discriminate against any qualified person on grounds of race, color, national or ethnic origin, age, sex, or disabilities, and the university applies this policy to all admissions, Student Life, academic policies, scholarship and loan programs, athletic programs, or any other school administered programs.

Appendix A

SAFETY REPORT

This safety report is designed to give students, faculty, and staff as well as prospective students, faculty, and staff a specific outline of the procedures and policies, which govern the safety of persons on Mid-America Christian University property or at MACU sponsored activities. These policies and procedures have been instated with the understanding that each person is responsible for his or her own safety, but in the hope that the following information will assist in maintaining a healthy and safe environment.

Reporting a Crime

In the event that a student or other persons become aware of any criminal activity on campus, they shall report it to the Vice President for Student Services, Resident Directors, or safety personnel. The above University personnel will respond by documenting the incident on a written report that should contain all pertinent information concerning the incident. The report will be returned to the Director of Campus Safety who will then document what is being done, or has been done about the situation and a preventative measure to keep the incident from reoccurring. A copy of the incident report will be submitted to the Vice President of Fiscal Affairs for purposes of record keeping.

Access to Campus Facilities/Residence halls

Each student is required to have a key to his or her suite. It is in violation of University policies to possess a key to any other suite or to possess an unauthorized key to a Mid-America office or the main building. Keys for student housing will be checked out through the Office of Student Services; all other keys must be cleared through the Business Office. The main building will be locked at 10:00 p.m. each night and will be opened at 7:00 a.m. each morning. The music wing, located at the far southeast corner of the main building, will remain open until 11:30 p.m. each night.

Campus Safety Personnel

The Campus Safety Department of Mid-America Christian University has authority to enforce parking violations, to enforce curfew, to clear the main building, and to deter trespassing. Safety personnel are responsible for accident prevention, threatening weather alerts, responding to emergency situations, etc. Safety personnel are also responsible to report any concerns they are aware of, including vandalism, theft, and responses to fire alarms. Campus safety cooperates fully with the local and state authorities in matters of criminal activity and student safety.

Students are informed about campus safety procedures at the time of orientation and at the dorm meetings that are held at the beginning of each semester. During the course of these meetings, students are encouraged to be responsible for their own safety and the safety of others. Safety and/or security concerns that may arise during the semester may be communicated by posted notices on bulletin boards, through campus mail, or through chapel announcements.

Drug/Alcohol Use

MACU's policy concerning alcohol, drugs, and tobacco is explained in the General Policies of the Student Handbook.

Mid-America Christian University offers education about drug and alcohol abuse in the form of brochures and booklets that are located in the University library in the main building. Referrals to counseling services are also available upon a student's request.

Sexual Offense

Crimes of sexual offense may be reported as any other crime with the understanding that such matters are kept confidential. The University suggests quick reporting of such crimes both to the campus authorities and the local authorities. Referral to counselors is available for victims of sex crimes.

Mid-America Christian University's Sexual Harassment Policy is located in General Policies of the Student Handbook. Specific guidelines regarding the prevention and/or survival of sex crimes is available in Appendix C.

Statistics

This safety report is based on a June 1 to May 31 calendar year and reflects crimes committed on campus and reported to the Campus Safety Department.

Criminal Offenses - On Campus	2007	2008	2009
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible (incest and statutory rape only)</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	3	10	2
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

Criminal Offenses - On-Campus Residence Halls(Residence Halls are a subset of On Campus)	2007	2008	2009
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible (incest and statutory rape only)</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	2	2	2
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

Criminal Offenses - Public Property	2007	2008	2009
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible (incest and statutory rape only)</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

Hate Offenses

The following hate offenses manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity/national origin.

Hate Offenses - On Campus	2007	2008	2009
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0

Hate Offenses - On-Campus Residence Halls (Residence Halls are a subset of On Campus)	2007	2008	2009
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0

Hate Offenses - Public Property	2007	2008	2009
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0

g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0

Arrests

Arrests - On-Campus	2007	2008	2009
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	1	0
c. Liquor law violations	0	1	0

Arrests - On-Campus Residence Halls (Residence Halls are a subset of On Campus)	2007	2008	2009
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	1	0
c. Liquor law violations	0	1	1

Disciplinary Actions/Judicial Referrals - On-Campus	2007	2008	2009
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	1

Arrests - Public Property	2007	2008	2009
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions/Judicial Referrals - Public Property	2007	2008	2008
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Criminal Offenses

Criminal Offenses - On Campus	2007	2008	2009
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible (incest and statutory rape only)</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	3	10	2
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

Criminal Offenses - On-Campus Residence Halls (Residence Halls are a subset of On Campus)	2007	2008	2009
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible (incest and statutory rape only)</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	2	2	2
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

Criminal Offenses - Public Property	2007	2008	2009
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible (incest and statutory rape only)</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

Hate Offenses

The following hate offenses manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity/national origin.

Hate Offenses - On Campus	2007	2008	2009
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0

Hate Offenses - On-Campus Residence Halls (Residence Halls are a subset of On Campus)	2007	2008	2009
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0

Hate Offenses - Public Property	2007	2008	2009
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0

g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0

Arrests

Arrests - On-Campus	2007	2008	2009
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	1	0
c. Liquor law violations	0	1	0

Arrests - On-Campus Residence Halls (Residence Halls are a subset of On Campus)	2007	2008	2009
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	1	0
c. Liquor law violations	0	1	1

Disciplinary Actions/Judicial Referrals - On-Campus	2007	2008	2009
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	1

Arrests - Public Property	2007	2008	2009
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions/Judicial Referrals - Public Property	2007	2008	2008
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Criminal Offenses

Criminal Offenses - On Campus	2007	2008	2009
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible (incest and statutory rape only)</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	3	10	2
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

Criminal Offenses - On-Campus Residence Halls (Residence Halls are a subset of On Campus)	2007	2008	2009
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible (incest and statutory rape only)</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	2	2	2
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

Criminal Offenses - Public Property	2007	2008	2009
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible (incest and statutory rape only)</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

Hate Offenses

The following hate offenses manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity/national origin.

Hate Offenses - On Campus	2007	2008	2009
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0

Hate Offenses - On-Campus Residence Halls (Residence Halls are a subset of On Campus)	2007	2008	2009
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0

Hate Offenses - Public Property	2007	2008	2009
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0

g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0

Arrests

Arrests - On-Campus	2007	2008	2009
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	1	0
c. Liquor law violations	0	1	0

Arrests - On-Campus Residence Halls (Residence Halls are a subset of On Campus)	2007	2008	2009
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	1	0
c. Liquor law violations	0	1	1

Disciplinary Actions/Judicial Referrals - On-Campus	2007	2008	2009
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	1

Arrests - Public Property	2007	2008	2009
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions/Judicial Referrals - Public Property	2007	2008	2008
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Appendix B

DRUG-FREE SCHOOL PROGRAM

The Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226) require that all educational institutions receiving federal program funds or assistance adopt and implement a program to prevent and discourage the unlawful possession, use, or distribution of illicit drugs or alcohol.

School Policy

It is the policy of Mid-America Christian University to hold strict behavioral standards which prohibit the possession or use of any alcoholic beverages (including wine coolers and 3.2 beer) and/or any controlled substance or illicit drug. This standard is applicable to both full- and part-time students, on or off campus. Violations of this drug and alcohol standard will result in disciplinary action including, but not limited to probation, required counseling with qualified staff or off-campus counselors, and/or dismissal from the institution.

Federal Regulations

Mid-America cooperates fully with the local, state, and federal authorities in their pursuit to prevent drug and alcohol abuse. Therefore, any student possessing or using narcotics or other illicit drugs or abusing alcohol will be subject to such authorities under the statutes pertaining to the manufacture, distribution, dispensation, use, or possession of any controlled substance.

Counseling

Mid-America Christian University provides students and employees with the opportunity for counseling in the areas of drug and alcohol abuse and its prevention. Students and employees wishing to seek counseling may contact the Office of Student Services for a referral to a counselor. There are also provided various pamphlets and brochures about the dangers and health risks of drug and alcohol abuse. These can be found in the University library, located in the main building. Students and employees may also access *The National Institute on Drug Abuse Hotline: 1-800-662-HELP* and *The National Institute on Drug Abuse Workplace Help line: 1-800-843-4971*.

The following information is provided to aid student understanding of the effects of drug and alcohol abuse:

Behavior changes produced by consumption of alcohol:

Dose	Behavior
Low operating automobile	significantly impaired judgment and coordination for
Low to Moderate	aggressive/abusive behavior (spouse/child abuse)
Moderate to High to learn and remember	impairment of higher mental functions, such as ability
High	respiratory depression and death
Withdrawal (sudden cessation of consumption)	severe anxiety, tremors, hallucinations, convulsions

Long-term consumption of large quantities of alcohol can lead to permanent damage of vital organs, such as the brain and liver. Drinking during pregnancy can cause fetal alcohol syndrome--mental retardation and physical abnormalities. Children born to alcoholic parents are at greater risk of becoming alcoholics themselves.

Controlled Substances – Effects

Drugs	Possible Effects	Effects	of	Withdrawal
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		Overdose	
Narcotics (opium, morphine, codeine, heroine, hydromorphone, meperidine, methadone, other)	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, loss of appetite, tremors, panic cramps, nausea, chills and sweating, yawning
Depressants (chloral hydrate barbituates, benzodiazepines, me thaqualone, glutethimide, other)	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Stimulants (cocaine, amphetamines, phenmetrazine, methylphenidate, other)	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Hallucinogens (LSD, mescaline, peyote, Amphetamine variants, Phencyclidine, phencyclidine Analogues, other)	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Cannabis (Marijuana, tetrahydrocannabinol, Hashish, hashish oil)	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decrease in appetite occasionally reported

(Taken from Federal Register / vol. 55, no. 159 / August 16, 1990 / Appendix B.)

Appendix C

Guidelines for the Prevention/Survival of Sexual Assault:

Mid-America Christian University has joined the nation's campaign to end sexual assault. In an attempt to equip our students with the knowledge and information needed to avoid and survive assault, we offer the following recommendations that should help to develop rape and assault awareness for all MACU students.

In order to avoid assault, everyone must establish boundaries which not only avoid situations which place them at risk, but also allow them to assert their rights, when acting in self-defense. Everyone has the right to do the following in an effort to protect oneself: act without justifying their behavior, be rude or unhelpful, trust their instincts, and make a scene.

Things to Do:

- √ Stay with a group. Avoid situations in which you are alone, especially at night. Take a friend, double date.
- √ If you must be alone, know where safety can be found--inside a grocery store, library, anywhere many people can be found. If possible, stay in familiar areas at night; know what is open all night and how to get home.
- √ Be alert. Notice what and who is around you. Watch for and avoid potential hiding places.
- √ Drive with your windows at least partially up and your doors locked. Keep your keys handy. Have them ready to unlock the door before you even reach the parking lot.
- √ Should you have car trouble, put the hood up to signal distress then remain inside your vehicle with the doors locked and windows up until help arrives. If a stranger stops to offer help, stay in car and ask him or her to call for the police or a service truck.
- √ Have the person driving watch until you get inside. Do the same for others. Leave a light on when you are out at night.
- √ Keep your blinds closed. Use only phone number or last names on your answering machine. Keep your door locked.

Things NOT to Do:

- √ Give directions to strangers, hitchhike, or pick up hitchhikers.
- √ Allow any stranger, including service or delivery persons into your home without asking for and verifying identification. If you cannot verify the ID, call the police. If a stranger asks for assistance, offer to make a phone call for them.
- √ Walk alone. Ask a trusted coworker to escort you to your car at night. Have a friend go to the Laundromat with you.
- √ Reveal personal information over the telephone. Do not reveal that you are alone or give your address. If you are suspicious, call out to an imaginary person (i.e. "I've got it, Tom").
- √ Leave notes regarding your whereabouts or time of return, especially on the outside of the door. Call roommates if they must know your plans.

If You Are Assaulted:

- √ Find an escape. It is better to run than to attempt to conquer the attacker. While running, scream for help. Yell, "Call 911! I need help!"
- √ Give yourself a solid base by planting your feet firmly apart and using strong body language and assertive verbal commands.
- √ Consider what parts of your body you can use as weapons--fist or outside of the hand for striking, your feet and knees for stomping and kicking.
- √ Consider what parts of the attacker are vulnerable--face, throat, abdomen, groin, knees, instep.
- √ Don't struggle against the attacker's strong points, such as a hand around your throat, but attack his weak points.

√ Never try to overpower an attacker with a weapon. The possibility of disarming the attacker is not as important as your own life.

To Report an Assault:

√ There is no absolute protection. If despite taking precautions and resisting, you are attacked, use your head. Do not panic. Get to a safe place immediately--on campus, go to the Resident Director or a friend, off campus, go to a store or gas station.

√ Remember that you are not to blame. You did not cause the assault. The attacker is solely responsible.

√ To report an assault or rape, follow the call the police and alert a member of the Residence Staff.

√ Do not shower, bathe, douche, urinate, drink anything, or change or clean your clothes. Such actions may destroy evidence.

√ Go to a hospital or clinic with authorities or on your own. Take a change of clothes since yours will be needed as evidence.

√ Have a friend with you or request an advocate from the local rape crisis center to be with you during the exam.

√ Utilize the services offered by the local crisis centers to help you recover.

For more information regarding prevention or survival of sexual assault, contact **DMHSAS Safe line at 1-800-522-7233** (24-hour statewide hotline) or the **OCDVSA at (405) 557-1210**.

Appendix D

STUDENT GOVERNMENT ASSOCIATION (SGA) CONSTITUTION AND BYLAWS

Preamble: We, the Student Government Association of Mid-America Christian University, desiring to maintain and perpetuate the ideals for which this University was founded, do ordain and establish this constitution. Powers of this organization shall not infringe upon the powers of the University administration.

Article I - Name

The name of this organization shall be the Student Government Association (SGA) of Mid-America Christian University.

Article II - Purpose

The purpose of the Student Government Association is to provide effective representation by voicing the views and meeting the needs of the student body, while encouraging growth through spiritual and social fellowship.

Article III - Membership

Section 1 - Student Membership

- A. Student membership of the SGA shall consist of the president, vice president, secretary, and treasurer. These officers make up the Executive Cabinet. There shall be two at-large senators (one of whom must be a commuter student, and the other who is an on-campus student), who shall also serve on the SGA. The entire student body elects these members.
- B. Four of the members will comprise the membership of the SGA according to their particular area of representation. They shall be elected by their academic standing at MACU for the next semester based on hourly standards from the student handbook:
 1. Two senators from the freshmen.
 2. Two senators from the sophomores.
 3. Two senators from the juniors.
 4. Two senators from the seniors.
- C. The remaining four positions shall be the chairpersons or editors from the committees elected by the student body. The chairperson or editor will be selected from each committee by the Executive Cabinet with the recommendation of the previous chairperson or editor. The four committees are:
 1. Devos After Dark
 4. The School Newspaper

Section 2 - Qualifications for SGA members and officers

- A. All members of the SGA must be a full time student (twelve hours) while serving unless he or she is a senior in which case, he or she must be at least a half-time student (six hours) each semester.
- B. All members of the SGA must maintain a CGPA of 2.50.
- C. Executive officers of the SGA, chairperson of the Devos After Dark Committee, and chairperson of Campus Activities Board shall not serve as officer or leader of another campus club or organization, or RA with the exception of the senior class president.
- D. The SGA president and vice president must have successfully completed the requirement as stated in the University catalog for junior standing.
- E. The SGA president may live on or off campus.
- F. All SGA members must attend at least two-thirds of all committee meetings to which he or she is assigned and one-half of all SGA functions (socials, devotions, service projects, etc.). If the

attendance requirements are not met, an SGA member loses his or her voting power on all committees for one month. After one month, if there is not improvement, the member forfeits his or her position. If there is improvement, voting powers will be reestablished upon attending three-fourths of said meetings.

- G. Any student body representative elected to a committee is required to attend at least two-thirds of that committee's meetings. The same penalties apply as in Article II; Section 2, F.

Section 3 - Faculty Advisors

- A. Dean of Students
- B. One staff or faculty member is elected by the SGA.
- C. The advisors shall not have the power to vote.

Article IV - Powers and Duties

Section 1 – SGA

- A. The SGA shall be the governing body and shall have the power to make rules affecting the government of the students subject to the approval of the student body and the administration.
- B. The SGA shall coordinate extracurricular activities and special projects through its appropriate committees, temporary and standing.
- C. The SGA shall appoint temporary committees and/or subcommittees. The decisions of such committees are subject to the approval of the SGA.
- D. The SGA shall have the power to issue or revoke the charter of any campus club or organization with the consent of the Student Affairs Committee.
- E. The SGA shall approve areas of activity, evaluate the functions and activities at the end of each semester, and shall be presented a copy of the minutes of each meeting from all clubs and organizations.
- F. The SGA shall have the power to remove an officer of a class or of any club or organization if that officer is placed on academic probation. That officer shall be immediately dropped from that office and be replaced by that club or organization according to its own bylaws. The Dean of Students shall remove those on disciplinary probation from office.
- G. The SGA shall make available the privilege of the floor to members of the student body, faculty, administration, or other interested parties.
- H. The SGA shall by a two-thirds majority vote of the total elected membership have the power to lodge articles of impeachment against executive officers. Shall by a two-thirds majority vote of the total elected membership have the power to expel a SGA member, in accordance with Article 7; Section 1,C.
- I. Any student being removed from an elected or appointed position shall have the right to appeal to the Student Affairs Committee. The SGA shall be empowered to carry out all provisions and necessary implications of the constitution and bylaws subject to the approval of the administration.

Section 2 - Officers (Executive Committee)

- A. President of SGA
 1. Shall be the president of the student body;
 2. Shall preside at all meetings of the SGA and student body;
 3. Shall enforce and carry out the decisions of the executive committee and SGA;

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4. Shall call such special meetings as he or she may deem necessary;
 5. Shall be the responsible for making the new SGA president aware of all dates and needed information or SGA meetings and business;
 6. Shall serve as a voting member on the Senate, Academic Appeals Committee, Student Affairs Committee, an assigned S.T.E.P. Committee and Religious Life Committee. The president shall serve on the Board of Trustees as an ex-officio member;
 7. Shall sign requisitions and disburse funds of the SGA in absence of the treasurer.
 8. Shall meet weekly with the SGA advisor or the Dean of Students.
 9. If in the course of the year, if there is a vacancy in the president position, the vice president of SGA shall serve as president.

B. Vice President of SGA

1. Shall have all the powers and duties of the president in his or her absence;
2. Shall assist the president in enforcing and carrying out the decisions of the SGA;
3. Shall serve as president should the president of SGA become ineligible to serve. If there is a vacancy in the vice president position, the SGA shall elect a new vice president from SGA.
4. Shall serve as a voting member on the Senate, Academic Appeals Committee, and Student Affairs Committee.
5. Shall be responsible for keeping the School Calendar of student activities.
6. Shall fulfill any duties assigned by the president of SGA or serve as a substitute on any committees for the president of SGA as approved by the Executive Cabinet.

C. Secretary of SGA

1. Shall keep minutes of all meetings up to date;
2. Shall provide each SGA member and advisor a copy of the minutes. Additional copies shall be sent to the president of the University and posted on the campus bulletin boards and on the SGA website;
3. Shall be responsible for all correspondence related to SGA business;
4. Shall be responsible for contacting SGA representatives, informing them of all special and scheduled meetings;
5. Shall be responsible for a file that includes pertinent information regarding the activities of the SGA and student body;
6. If in the course of the year, the secretary of the SGA is not able to serve in that office, SGA will elect a new secretary from its membership. In case of vacancy of secretary at the beginning of the school year because of not returning or ineligibility, the SGA will call a special student body election to replace that member.

7. Shall post the agenda of all upcoming meetings of the SGA on the bulletin boards and the SGA website no later than 3 days in advance.

D. Treasurer of SGA

1. Shall keep accurate and complete records of all payments, receipts and expenditures of the SGA;
2. Shall disburse funds of the SGA through the business office only on instructions from the SGA or the Executive Committee and approval of an SGA advisor;
3. Shall sign all requisitions for fund distributions of the SGA;
4. Shall present an itemized statement of expenditures at regularly scheduled meetings of the Executive Committee or the SGA;
5. Shall follow the same action that is to be taken as in the office of secretary (Article IV; Section 2, C-6) if a vacancy should occur.

E. Executive Cabinet Duties

1. Shall set the agenda for regularly scheduled SGA meetings 3 days prior to the meetings.
2. Shall have weekly scheduled meetings prior to the SGA meetings, excluding University vacations and extreme cases. Executive Cabinet shall meet no less the 3 times monthly.
3. Shall meet monthly with the SGA advisor or the Dean of Students in addition to regularly weekly meetings.
4. Any Executive Cabinet member that misses more than one-fourth of the meetings specified in Article IV; Section 2, E-2, E-3 shall lose voting privileges as an Executive Cabinet member for one month. After one month, if there is not improvement, the member forfeits his or her position. If there is improvement, voting powers will be reestablished upon attending three-fourths of said meetings.
5. All Executive Cabinet members must attend at least two-thirds of all SGA functions besides meetings. The same penalties apply as in Article IV; Section 2, E-4.

Article V - Committees

Section 1 - Standing Committees of the SGA

- A. Devos After Dark
- B. Campus Activities Board
- D. Newspaper Committee

Section 2 - Committees Comprised of one or more SGA members

- A. Religious Life Committee
- B. Senate
- C. Student Affairs Committee
- D. Library Committee
- E. Community Service Committee
- F. Cafeteria Committee
- G. Academic Appeals
- H. Security Committee

Section 3 - Powers and Limitations

- A. If a member of any committee related to the SGA named in Article V of the Constitution is placed on probation during his or her term of office, he or she shall be immediately dropped.

- B. Each representative must give a written report of his or her committee's activities to the SGA.
- C. All committees and other student groups shall cooperate with the staff or faculty advisor through whom they are responsible to the administration.

Section 4 - Functions of Each Committee

A. Devos After Dark

1. Members

- a. Three students shall be elected in the Spring Election to serve as at-large representatives for the committee;
- b. One of the three members elected to the committee by the student body shall be appointed by the Executive Council, with the recommendation of the former chairperson, to serve as chairperson and be a voting member of SGA;
- c. Two students shall be elected in the Fall Election to serve as at-large representatives for the committee;
- d. The Dean of Students shall appoint an advisor.
- e. These representatives shall be held accountable to the SGA qualifications for office as stated in Article III; Section 2

2. Duties

- a. Plan, coordinate, and implement various campus activities to foster spiritual growth and fellowship;
- b. Must submit to SGA a statement of direction for the semester within 3 weeks from the beginning of each semester.

3. Meetings

This committee's meetings will be at least once a month as set forth in their statement of intent.

B. Campus Activities Board

1. Members

- a. Three students shall be elected in the Spring Election to serve as at-large representatives for the committee;
- b. The CAB. Chair is to be chosen by the Coordinator of Student Leadership and Activities and voted on by the SGA Executive Cabinet;
- c. Two students shall be elected in the Fall election to serve as at-large representatives for the committee;
- d. The Dean of Students shall appoint an advisor.

2. Duties

- a. To plan, coordinate, and implement a variety of all-school activities; Planning should include at least one social a month;
- b. This committee must submit a statement of direction for the semester within 3 weeks from the beginning of each semester.

3. Meetings

This committee must meet at least once a month as stated in the statement of intent.

- C. The Newspaper Committee
1. Members
 - a. Three students shall be elected in the Spring Election to serve as at-large representatives for the committee;
 - b. One of the three members elected to the committee by the student body shall be appointed by the Executive Council, with the recommendation of the former editor, to serve as editor and serve as a voting member of SGA;
 - c. Two students shall be elected in the Fall Election to serve as at-large representatives for the committee;
 - d. The Vice President for Student Affairs shall appoint an advisor.
 2. Duties
 - a. Shall select central theme;
 - b. Shall appoint photographers and writers as necessary;
 - c. Shall meet deadlines as set forth by the Executive Council.
 3. Meetings

This committee shall meet twice a month or more if necessary.
- D. Religious Life Committee (as stated in Faculty Handbook)
- E. Academic Council (as stated in Faculty Handbook)
- F. Student Affairs Committee (as stated in Faculty Handbook)
- G. Library Committee (as stated in Faculty Handbook)
- H. Community Service Committee (as stated in Faculty Handbook)
- I. Cafeteria Committee
1. Members
 - a. Business Manager;
 - b. Dean of Students;
 - c. Food Service Director;
 - d. One faculty or staff member appointed by SGA;
 - e. One student from the men's dorm appointed by SGA;
 - f. One student from the women's dorm appointed by SGA;
 - g. The on-campus senator from SGA.
 2. Duties
 - a. To provide a forum for expressing student and University personnel views in regard to food service operation;
 - b. To suggest ideas and means through which the food services area can meet the needs of the student body;
 - c. Post a new menu on Monday of each week.
 3. Meetings

This committee will meet every other week.
- J. Academic Appeals (as stated in Faculty Handbook)
- K. Public Safety Committee

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- SGA;
by SGA;
1. Members
 - a. Men's Resident Director;
 - b. Chief of Police;
 - c. One faculty or staff member appointed by SGA;
 - d. One student from the men's dorm appointed by SGA;
 - e. One student from the women's dorm appointed by SGA;
 - f. The off-campus senator of SGA.
 2. Duties
 - a. To provide a forum for expressing student and University personnel views in regard to public safety operation;
 - b. To suggest ideas and means through which the public safety area can meet the needs of the student body;
 - c. Update the students, faculty, and staff on new changes in public safety and security policies prior to implementation;
 - d. Update public safety personnel on upcoming campus events.
 3. Meetings

This committee will meet once each month while school is in session unless more meetings are deemed necessary.

Section 5 - Qualifications for Committee Members Elected by the Student Body
See Article III; Section 2, A.

Article VI - Elections

Section 1 - Spring Positions

- G)
- A. Executive Council (see Article IV; Section 2, A - D)
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 - B. Student Affairs Committee (1 student) (see Article V, Section 4, C)
 - C. Religious Life Committee (1 student) (see Article V; Section 4, A)
 - D. Library Committee (1 student) (see Article V; Section 4, F)
 - E. Christian Service Committee (2 students) (see Article V; Section 4, F)
 - F. Three (3) Representatives
 1. Devos After Dark
 2. Campus Activities Board
 3. Newspaper Committee
 - G. Two (2) At-Large Senators
 1. On-campus student
 2. Off-campus student
 - H. Two senators from each of the following classes based on hourly class standings for the next semester:
 1. Seniors
 2. Juniors
 3. Sophomores
 4. All students desiring these positions will run for senator of his or her class. The two candidates with the most votes for each class will be declared the senators.

Section 2 - Fall Positions

- A. Two senator for first-year students, "freshmen", as outlined in Article VI; Section 1, H-4.
- B. Two (2) representatives for:
 - 1. Devos After Dark
 - 2. Campus Activities Board
 - 3. Newspaper Committee

Section 3 - Procedures

- A. Any person desiring to be a candidate for a SGA office or a committee related to the SGA shall file a petition with the Office of Student Leadership & Activities, announcing his or her intention to run for office. A certificate of eligibility by the Office of Student Leadership & Activities shall establish the petitioner as a legal candidate.
- B. The filing period shall begin exactly three weeks prior to the general elections and shall end at five o'clock p.m. on the day exactly one week prior to the general election.
- C. Announcements of the date and place of the election, voting regulations, and a list of the offices open shall be posted on the bulletin board exactly four weeks prior to the general election. It shall also appear in at least one issue of the official campus publication at least one week prior to the closing of the filing period.
- D. A list of the qualified candidates shall be made public immediately following the close of the filing period.

Section 4 - Elections

- A. SGA Elections are held one day and follow directly after SGA Chapel.
- B. When all votes have been cast for the offices, the tellers shall immediately collect the ballots, count them, and announce the results. An official notice shall be sent to all candidates prior to public announcement of the results.
- C. In all cases where three or more candidates file for the same office, if no candidate receives more than fifty percent of the total votes cast, a run-off election shall be held on the first two (2) days of classes the second full week of April. This election will be between the two candidates receiving the greatest number of popular votes for the office in question.
- D. All elections shall be held under the general supervision of the SGA. Additional regulations that may be deemed necessary for the conduct of the elections shall be made by the SGA. Each candidate may file for only one position.
- E. Voting regulations: Any person currently enrolled as a traditional student is eligible to vote.

Section 5 - Special Election

- A. In the event of a vacancy within the SGA Senate, SGA is responsible to fill the vacant positions without the vote of the student body.
- B. Bylaws revision

Article VII - Meetings**Section 1 - Regular Meetings**

- A. Installation and the first meeting of the new SGA shall be the week after elections.
- B. Regular meetings of the SGA shall be held the first and third week of each month.

- C. Upon being elected to serve as a member of SGA, one assumes accountability to the student body of MACU. Members of the SGA are expected to perform as leaders on campus and to make every effort to attend all SGA meetings. Three absences, malfeasance, or neglect of duty by any SGA member or officer shall constitute cause for removal from office. Members who are absent from an individual M/W/F class for more than 6 times, or more than 4 times from any individual T/TH class will be removed from office. The Executive Committee will determine exceptions to the policy on absences.
- D. A quorum shall be necessary for the SGA to do business and pass laws. It shall consist of sixty percent of those legally holding office on the SGA.
- E. No student member of any committee shall miss more than one-third of the meetings of the committee.

Section 2 - Special Meetings

- A. Special meetings shall be called by the president of the SGA as the need arises, provided a notice is given in advance to every member.
- B. Three SGA members may petition for the president to call a special meeting for consideration of immediate problems.

Section 3 - Student Body Meetings

- A. One chapel period shall be set aside for the student body elections. The date of this meeting shall be held in April

Article VIII - Amendments

This constitution and bylaws may be amended at any meeting of the student body (traditional undergraduate students) by a two-thirds vote of its membership, provided that said changes be posted on the bulletin board at least three days prior to the vote and provided that all amendments have been approved by tArticle VIII - Amendments

This constitution and by-laws may be amended at any meeting of the student body by a two-thirds vote of its membership, provided that said changes be posted on the bulletin board at least three days prior to the vote and provided that all amendments have been approved by the SGA prior to any announcement concerning amendments.

Appendix E

FIRE/TORNADO PROCEDURES

In the event of a fire or severe weather warning, there are specific emergency procedures that students should follow:

Severe Weather Procedures

In case of severe storms, tornado warnings, etc., take cover in the basement of the Fowler Student Center.

In Oklahoma, severe thunderstorms can develop quickly and intensify into tornadoes or storms with high velocity winds. The safest place in either case is in a basement or storm cellar. If that option is not available, get into an interior room, hall, or closet that has no windows. If possible, cover yourself with a blanket or mattress. If you are in a vehicle, DO NOT TRY TO OUTFRAN a tornado; instead, exit the vehicle and lie down in a low section of ground (preferably a ditch). In any case, do not try to take refuge under a tree, since lightning tends to strike tall objects. If you are warned of an impending storm---take shelter immediately. If you should be in an area where a tornado or high winds

have struck, be aware that downed electric lines and standing water may be charged with high voltage, posing a life threatening hazard! USE CAUTION!!!
Evacuation Routes for a FIRE EMERGENCY are found in each building.